



26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE

Membership: Cllrs Gandhi (Chairman), Hawkins, Honeywill, Munro, Palmer and Parnham

FINANCE AND GENERAL PURPOSES COMMITTEE

Monday, 24th October 2022 at 2.00 pm

You are hereby summoned to a meeting of the Parish Council's Finance and General Purposes Committee to be held in the Conference Room, Stanton Suite, Church Piece, Charlton Kings, GL53 8AR on Monday, 24th October 2022 at **2.00 pm**.

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
17th October 2022

The legislation that permitted virtual meetings ended on 7th May 2021 so we are now required to hold all in-person meetings for Full Council and all Standing Committees. Members of the public are permitted to attend these meeting subject to the following points.

- MEMBERS OF THE PUBLIC MUST CONTACT clerk@charltonkingsparishcouncil.gov.uk if they develop COVID-19 within 14 days of the date of the meeting.
- MEMBERS OF THE PUBLIC WHO FEEL UNWELL MUST NOT ENTER THE BUILDING. You must return home and follow government guidance.
- IF YOU ARE IN A VULNERABLE CATEGORY, OR OVER 70, YOU ARE ADVISED THAT YOU ENTER THIS BUILDING AT YOUR OWN RISK.
- If members of the public do not feel comfortable attending a face-to-face meeting they may submit any questions or comments in advance by 9.00 am on the day of the meeting to clerk@charltonkingsparishcouncil.gov.uk

AGENDA

14/22/23 Recording and filming of meetings The Chair will ask all those present if any member of the public is intending to record or film the meeting.

15/22/23 Apologies to be received.

16/22/23 Declarations of interest To receive declarations of interest in respect of any agenda items below (Localism Act 2011)

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- 17/22/23** **Minutes of previous meeting** To approve the minutes of the meeting held on 6th June 2022 (previously circulated)
- 18/22/23** **Finance**
- a) **Half year accounts to 30th September 2022** To note the half-year accounts
 - b) **Review of performance against 2022-23 budget and written reports from Chairs of Allotments, Community Assets, Community Engagement and Wellbeing and Finance & General Purposes Committees** To review the current financial situation as stated in the half-year accounts to 30th September 2022 (previously circulated) and receive reports from budget holders
 - c) **Budget 2023-24** To receive an update on procedures for production of budget for 2023-24 and agree the way forward
 - d) **Internal Audit** To receive an update on the 2022-23 internal audit
- 19/22/23** **Maintenance work**
- a) **Co-ordinated approach to routine maintenance work** To receive an update from Cllr Munro
- 20/22/23** **Health and Safety**
- a) **Annual Report on Health and Safety** To receive the annual report on Health and Safety (previously circulated) and agree any resulting actions
- 21/22/23** **Governance**
- a) **Financial Regulations** To consider an update to the Financial Regulations in relation to procurement and make a recommendation to Full Council
 - b) **Safeguarding Policy** To review the policy and make a recommendation to Full Council
 - c) **Procedures for Co-option** To review the procedures and make a recommendation to Full Council
 - d) **Frequency of Community Engagement and Wellbeing and Community Assets Standing Committees** To consider a proposal to hold meetings of each Committee on a quarterly basis, rather than every other month, and make a recommendation to Full Council
- 22/22/23** **Personnel**
- a) **To note that a meeting of the Personnel Subcommittee took place on 18th October 2022 and to agree any arising decisions or actions.**
- 23/22/23** **Any Other Business** To report on any matters for information
- 24/22/23** **Timing of next meeting and items for the agenda**

Please be aware that this meeting may be filmed or recorded.

Date of next meeting: The next Finance and General Purposes Committee meeting is scheduled for 2.00 pm on Monday, 6th March 2023.

Clerk: J Noles Tel: 01242 250087 email: clerk@charltonkingsparishcouncil.gov.uk website: www.charltonkingsparishcouncil.gov.uk

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