

# Charlton Kings Parish Council

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, 6<sup>th</sup> June 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, 6<sup>th</sup> June 2022 at **2.00 pm**.

*Joanna Noles*

Mrs Joanna Noles  
Clerk to the Parish Council  
27<sup>th</sup> May 2022

The legislation that permitted virtual meetings ended on 7<sup>th</sup> 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](mailto: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](mailto:clerk@charltonkingsparishcouncil.gov.uk)

## **AGENDA**

**01/22/23**      **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.

**02/22/23**      **Apologies** to be received.

**03/22/23**      **Declarations of interest** To receive declarations of interest in respect of any agenda items below (Localism Act 2011)

- 04/22/23 Election of Vice-Chair** The committee to elect a Vice-Chair for 2022/23
- 05/22/23 Minutes of previous meeting** To approve the minutes of the meeting held on 14<sup>th</sup> March 2022 (previously circulated)
- 06/22/23 Terms of Reference** To review the Terms of Reference for the Committee (previously circulated).
- 07/22/23 Personnel Subcommittee Membership** To review and agree membership of the Personnel Subcommittee
- 08/22/23 Budget 2022-23 and way forward for 2023-24**
- a) Review and feedback from Chairs of Allotments, Community Assets, Community Engagement and Wellbeing and Finance & General Purposes Committees** To review the current financial situation as stated in accounts to 31<sup>st</sup> May 2022 (previously circulated) and receive feedback on agreed budget allocations for 2022-23
  - b) Reports from budget holders** To review and agree process for reports from budget holders to Full Council meetings
  - c) Procedures for production of budget for 2023-24** To note the way forward.
  - d) Apportionment of salaries** To consider apportionment of salaries to Allotments, Stanton Suite and Community Engagement and Wellbeing cost centres
- 09/22/23 Finance**
- a) Reserves** To note the allocation of nominated and general reserves for 2022/23 (previously circulated)
  - b) Annual Governance and Accountability Return (AGAR)** To note that the AGAR for 2021-22 has been sent to the external auditor, PKF Littlejohn, and that the Notice of Inspection of Public Rights, which will take place from Monday, 13<sup>th</sup> June 2022 to Friday, 22<sup>nd</sup> July 2022, will be published on the CKPC website from Thursday, 9<sup>th</sup> June 2022
  - c) Restoring Cheltenham's Limestone Grasslands Project** To receive an update on the financial management project (Minute 29/21/22 Annual Meeting 24<sup>th</sup> May 2021)
  - d) Stanton Suite bookings** To receive a report from the Clerk regarding paid bookings, provision of free space, use by the Parish Council and booking enquiries that were rejected due to lack of availability
  - e) Scribe software for Bookings and Allotments** To consider extending Scribe licence to include Bookings and Allotments packages
  - f) Schedule for replacement of computer equipment used by Parish Office staff**
    - To consider a proposal for replacement of the Clerk's desk-top computer with a lap-top, screen and separate keyboard
    - To agree a time-scale for replacement of desk-top computers used by other members of Parish Office staff

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- g) Cancellation of unpresented cheques** To confirm that uncashed cheques issued more than six months ago are cancelled

**10/22/23**

**Governance**

- a) Review of Policies** To agree a plan for ongoing review of policies
- b) Risk Management Schedule** To consider a proposed update to the Risk Management Schedule from Cllr Johnson in relation to due diligence regarding partner organisations and make a recommendation to Full Council

**11/22/23**

**Any Other Business** To report on any matters for information

**12/22/23**

**Timing of next meeting and items for the agenda**

**13/22/23**

**Personnel Subcommittee**

- a) Resolution to close the meeting to members of the public** *Consideration of personnel matters is confidential so the meeting will be closed to members of the public, and Councillors who are not members of the Personnel Subcommittee, for this item.*
- b) 2022-23 NJC for Local Government Services Salary Award** To note that salary increases for all staff in 2022-23 are pending agreement of the NJC Salary Scale and agree that they will be back-dated to 1<sup>st</sup> April 2022 once this has been confirmed.
- c) Review of pensions including report on auto-enrolment** To note that a re-declaration of compliance in relation to auto-enrolment was sent to the Pensions Regulator on 21<sup>st</sup> April 2022.
- d) Future Personnel Subcommittee meetings – timings and focus** To agree the way forward for future Personnel Subcommittee meetings

***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, 24<sup>th</sup> October 2022.