

**PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Membership: Cllrs Hodges (Chairman), Honeywill, Palmer and Williams.**

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

**Monday, 8<sup>th</sup> November 2021 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, 8<sup>th</sup> November 2021 at **2.00 pm**.

*Joanna Noles*

Mrs Joanna Noles  
Clerk to the Parish Council  
2<sup>nd</sup> November 2021

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 who wish to attend the meeting will be asked to form a socially-distanced queue at the external entrance to the Conference Room until they are given access to the building by a Councillor or member of staff immediately prior to the start of the meeting.
- Members of the public must proceed as directed to their seat at the meeting and remain in it until the end of the meeting.
- 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**

**24/21/22 Recording and filming of meetings** The Chairman will ask all those present if any member of the public is intending to record or film the meeting.

**25/21/22 Apologies** to be received.

**26/21/22 Declarations of interest** To receive declarations of interest in respect of any agenda items below (Localism Act 2011)

FINAL

- 27/21/22 Minutes of previous meeting** To approve the minutes of the meeting held on 15<sup>th</sup> July 2021 (previously circulated)
- 28/21/22 Half Year Accounts** To review the accounts to 30<sup>th</sup> September 2021 (previously circulated)
- 29/21/22 Budget**
- To receive budget reports in relation to 2021-22 from the Committee Chairs of Allotments, Community Development and Finance & General Purposes Committees
  - To agree the way forward regarding budget preparations for the 2022/23
- 30/21/22 Health and Safety**
- To receive the annual report on Health and Safety (previously circulated)
  - To review and agree the Health and Safety Policy, Lone Working Policy and Emergency Procedures
- 31/21/22 Local Council Award Scheme - Quality Gold application** To receive an update.
- 32/21/22 Finance Subcommittee**
- **Internal Audit 2021-22** To receive an update
  - **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)
  - **Extension of permissions relating to Lloyds, Unity Trust and Nationwide banks to the Administrative Officer** To consider whether the Administrative Officer should be given the same permissions as the Clerk in relation to the Council's bank accounts to allow them to set up payments
  - **Introduction of a "day rate" for hirers of the Stanton Suite** To consider this suggestion from the Administrative Assistant
  - **Maintenance work** To consider the possibility of an annual, hours-based contract for maintenance and repair work
- 33/21/22 Governance Subcommittee**
- **Review of Policies** To receive an update on the programme for review of policies (previously circulated).
  - **Planning and Housing Policy** To review and agree the policy and make a recommendation to Full Council.
  - **Equalities Statement** To review and agree the policy and make a recommendation to Full Council.
- 34/21/22 Any Other Business** To report on any matters for information
- 35/21/22 Timing of next meeting and items for the agenda**
- 36/21/22 Personnel Subcommittee**
- **Resolution to close the meeting to members of the public and Councillors who are not Subcommittee members** *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.*

- **Staff reviews** To receive feedback on the interim staff reviews on 25<sup>th</sup> and 29<sup>th</sup> October 2021 and to consider any resulting actions including:
  - To review hours for the new Community Development Officer role and the Administrative Officer for the remainder of 2021-22 and for 2022-23
  - To consider policy in relation to use by members of staff of their personal mobile telephones and laptops for Council business
- **Staffing budget 2022-23** To agree the way forward in relation to the staffing budget for 2022-23
- **2021-22 NJC for Local Government Services Salary Award** To note that salary increases for all staff in 2021-22 have been agreed by the unions and publication of an updated NJC Salary Scale is awaited. To agree that salary increases for all staff will be back-dated to 1<sup>st</sup> April 2021, once this has been confirmed.

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

Date of next meeting: Monday, 14<sup>th</sup> March 2022 at 2.00 pm