

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 Hodges (Chairman), Honeywill, Palmer, Parnham and Williams.

FINANCE AND GENERAL PURPOSES COMMITTEE

Monday, 9th November 2020 at 3.00 pm

You are hereby summoned to a **virtual meeting** of the Parish Council to be held on Monday 9th November 2020 at **3.00 pm**. NB: *This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4th April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.*

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
2nd November 2020

How to access the meeting

Members of the public who want to attend the virtual meeting should contact the Clerk on clerk@charltonkingsparishcouncil.gov.uk ideally by 12.00 noon on the day of the meeting to request an invitation. Invitations will not be issued to members of the public after the start of the meeting.

AGENDA

- 19/20/21 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.
- 20/20/21 Apologies** to be received.
- 21/20/21 Declarations of interest** To receive declarations of interest in respect of any agenda items below (Localism Act 2011)
- 22/20/21 Minutes of previous meeting** To approve the minutes of the meeting held on 22nd June 2020 (previously circulated)
- 23/20/21 Half Year Accounts** To review the accounts to 30th September 2020 (previously circulated)
- 24/20/21 2020/21 Budgets**
- To receive budget reports from the Committee Chairs of Allotments and Community Development Committees

FINAL

- To agree the way forward regarding budget preparations for the 2021/22 financial year including:
 - budget allocation of administrative costs relating to allotments
 - consideration of budget allocation to project leads

25/20/21 Operations strategy in relation to lifting of COVID-19 restrictions
Stanton Suite hire charges To consider whether there should be any change to existing charges as from 1st January 2021

26/20/21 Schedule of Maintenance To review the list of maintenance tasks (previously circulated)

27/20/21 Health and Safety To receive the annual report on Health and Safety (previously circulated)

28/20/21 Governance Sub-committee

- **Events Procedures** To review and agree the new procedures for recommendation to Full Council (previously circulated)
- **Review of Policies** To receive an update on the programme for review of policies (previously circulated).

29/20/21 Finance Sub-committee

- **Implementation of Investment Policy** To receive a progress report from the Clerk on implementation of the Investment Policy (paper previously circulated)

30/20/21 Personnel Sub-committee

- **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 for this item.*
- **Ratification of decisions regarding staff salaries**
 - 2020-21 NJC for Local Government Services Salary Awards – increase in salaries for all staff, backdated to 1st April 2020, following approval of the increased scale payments in August 2020
- **Staff interim reviews** To note that all staff had their interim reviews in November 2020 and to agree any actions if applicable.

31/20/21 Any Other Business To report on any matters for information

32/20/21 Items for the agenda of the next meeting

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

Date of next meeting: Thursday, 6th May 2021 at 3.00 pm