

# 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**

You are hereby summoned to a **virtual** Annual Meeting of the Parish Council to be on Monday 18<sup>th</sup> May 2020 at 7.00 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 4<sup>th</sup> 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  
11<sup>th</sup> May 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](mailto:clerk@charltonkingsparishcouncil.gov.uk) ideally by 12.00 noon on 18<sup>th</sup> May 2020 to request an invitation. Invitations will not be issued to members of the public after the start of the meeting.

## **AGENDA**

- 1/20/21**      **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.
- 2/20/21**      **Election of Chair for the forthcoming year**
- 3/20/21**      **Election of Vice Chair for the forthcoming year**
- 4/20/21**      **Appointment of members and election of Chairs to Standing Committees**
- Allotments
  - Community Development
  - Finance and General Purposes
  - Planning
- 5/20/21**      **Public session** The Chair will ask members of the public if they wish to address the Council in the public session. *NB: Please contact the Clerk if you have any queries about how to do this at a virtual meeting on [clerk@charltonkingsparishcouncil.gov.uk](mailto:clerk@charltonkingsparishcouncil.gov.uk)*
- 6/20/21**      **General Power of Competence** To agree that the criteria for adoption of the General Power of Competence have been met and to resolve to adopt it with immediate effect.
- 7/20/21**      **Apologies** to be received
- 8/20/21**      **Declarations of interest** To receive declarations of interest in respect of agenda items below (Localism Act 2011)

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- 9/20/21 Minutes of previous meeting** To approve the minutes of the meeting of the Parish Council on 27<sup>th</sup> April 2020 (previously circulated) as being an accurate record of the meeting.
- 10/20/21 Reports and apologies from County and Borough Councillors** To receive reports or apologies from County and Borough Councillors
- 11/20/21 Casual vacancies** To receive an update
- 12/20/21 Monthly Accounts** To approve the monthly accounts to 30<sup>th</sup> April 2020
- 13/20/21 Payments** To approve the payments list (previously circulated) showing payments made since the last meeting
- 14/20/21 Financial year end 2019-20** To note that, due to COVID-19 restrictions, the internal auditor's report, year end accounts, Annual Return Governance Statement and Accounting Statement and review of Section 137 expenditure will be considered at the Full Council meeting on 29<sup>th</sup> June 2020
- 15/20/21 Review of Terms of Reference of Standing Committees and delegated powers** To review and confirm the Terms of Reference of Standing Committees and delegated powers to the various Standing Committees as specified in their Terms of Reference
- 16/20/21 Representation on outside bodies** To nominate Members to represent the Parish Council on the following outside bodies:
- Community Open Meeting (to include statutory Annual Parish Meeting)
  - G3 Chartered Parishes Group (Gloucestershire County Council)
  - C5 Parish Councils Group (Cheltenham Borough Council)
  - Friends of Leckhampton Hill and Charlton Kings Common (FOLK)
  - Cheltenham Flood and Drainage Panel
- 17/20/21 Review of Cheltenham Charter and the Gloucestershire Charter**
- 18/20/21 Membership of other bodies** To review the Council's membership of Gloucestershire Association of Parish and Town Councils, the Clerk's membership of the Society of Local Council Clerks, and employees' official membership of other bodies
- 19/20/21 Standing Orders** To review and adopt the Procedural Standing Orders.
- 20/20/21 Financial Regulations** To review and adopt the Financial Regulations
- 21/20/21 Risk Management Schedule** To review and adopt the Risk Management Schedule
- 22/20/21 Policy Review** To review and adopt other Council policies (previously circulated):
- Complaints Procedure
  - Policies for Data Protection, Information Security, Managing Requests for Information, Records Management and Privacy Notices
  - Communications Policy including dealing with the media
  - Staff Recruitment Policy, Training and Development Policy, Disciplinary Policy, Grievance Policy and Sickness and Absence Policy
- To note the list of all other policies and their schedule for revision (previously circulated). The current version of all policies can be viewed on the website at <https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html>

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Councillors should notify the Clerk in advance of the meeting if they have any suggested changes to these policies.

- 23/20/21**      **Asset Register** To review the inventory of land and assets including buildings and office equipment
- 24/20/21**      **Insurance** To review and confirm arrangements for insurance cover in respect of all insured risks.
- 25/20/21**      **Communications and Community Engagement**
- To agree items for the June 2020 Parish Council Newsletter
- 26/20/21**      **Community Grant** To consider an application (previously circulated) for a grant from:
- Charlton Kings Flower Club
- 27/20/21**      **Any other business** To report on any matters for information.
- 28/20/21**      **Items for the agenda for the next Full Council Meeting**

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

Date of next meeting: Monday 29<sup>th</sup> June 2020 at 7.00 pm