

PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL

You are hereby summoned to the Annual Meeting of the Parish Council to be held at the Stanton Hall, Church Piece, Charlton Kings on Monday 20th May 2019 at 7.00 pm

Mrs Joanna Noles
Clerk to the Parish Council
13th May 2019

Members of the public are welcome to address the Council in the public session from 7.00 pm until 7.10 pm.

AGENDA

- 1/19/20** **Recording and filming of meetings** The Clerk will ask all those present if any member of the public is intending to record or film the meeting.
- 2/19/20** **Election of Chair**
- 3/19/20** **Election of Vice Chair**
- 4/19/20** **Election of Chairs to Standing Committees and Allocation of Members**
- Allotments
 - Community Development
 - Finance and General Purposes
 - Planning
- 5/19/20** **Apologies** to be received
- 6/19/20** **Councillor resignations and filling of casual vacancies** To receive an update
- 7/19/20** **Declarations of interest** To receive declarations of interest in respect of agenda items below (Localism Act 2011)
- 8/19/20** **Minutes of previous meeting** To approve the minutes of the Full Council Meeting held on 29th April 2019 (previously circulated) as being an accurate record of the meeting.
- 9/19/20** **Reports from County and Borough Councillors** To receive reports from County and Borough Councillors
- 10/19/20** **Internal Audit** To receive and formally approve the internal audit report.
- 11/19/20** **Annual Return - Governance Statement** To approve and sign the Governance Statement in respect of 2018/19 Accounts (Section 1 of the Annual Return)
- Annual Return - Accounting Statements** To approve and sign the Accounting Statements for 2018/19 (Section 2 of the Annual Return)

- 12/19/20** **Expenditure under s.137 of Local Government Act 1972** To review expenditure incurred under s.137 of the Local Government Act 1972 in 2018/19
- 13/19/20** **Monthly Accounts** To approve the monthly accounts to 30th April 2019
- 14/19/20** **Payments** To approve the payments list (previously circulated) showing payments made since the last meeting
- 15/19/20** **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
- 16/19/20** **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 Group
- 17/19/20** **Review of Cheltenham Charter and the Gloucestershire Charter**
- 18/19/20** **Membership of other bodies** To review the Council's membership of Gloucestershire Association of Parish and Town Councils and the Clerk's membership of the Society of Local Council Clerks and employees' official membership of other bodies
- 19/19/20** **Standing Orders** To review and adopt the Procedural Standing Orders.
- 20/19/20** **Financial Regulations** To review and adopt the Financial Regulations
- 21/19/20** **Risk Management Schedule** To review and adopt the Risk Management Schedule
- 22/19/20** **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> Councillors should notify the Clerk in advance of the meeting if they have any suggested changes to these policies.
- 23/19/20** **Asset Register** To review the inventory of land and assets including buildings and office equipment
- 24/19/20** **Insurance** To review and confirm arrangements for insurance cover in respect of all insured risks.
- 25/19/20** **Meeting Dates** Confirmation of amended meeting dates for 2019/20

26/19/20 **Reports from Community Development Committee** To receive a report from the Community Development Committee on any significant matters that have arisen since the last Full Council meeting:

- Rights of Way Maps including tender for “walking maps”
- Community Wellbeing
- Summer Fayre
- Communications Strategy including proposal for asset sticker

NB: Reports from Finance and General Purposes, Allotments and Planning will not be brought to this meeting.

27/19/20 **Kings Hall** To receive an update on progress

28/19/20 **Any other business** To report on any matters for information.

29/19/20 **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 24th June 2019 at 7.0 0 pm