

# 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 the Annual Meeting of the Parish Council on Monday 23<sup>rd</sup> May 2022 at 7.00 pm in the Stanton Hall, Church Piece, Charlton Kings GL53 8AR.

*Joanna Noles*

Mrs Joanna Noles  
Clerk to the Parish Council  
16<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 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 12.00 noon on the day of the meeting to [clerk@charltonkingsparishcouncil.gov.uk](mailto:clerk@charltonkingsparishcouncil.gov.uk)

## **AGENDA**

- |                 |   |
|-----------------|---|
| <b>01/22/23</b> | <b>Election of Chair</b>  |
| <b>02/22/23</b> | <b>Election of Vice Chair</b>   |
| <b>03/22/23</b> | <b>Recording and filming of meetings</b> The Chair will ask all those present if any member of the public is intending to record or film the meeting.   |
| <b>04/22/23</b> | <b>Apologies</b> to be received   |
| <b>05/22/23</b> | <b>Acceptance of office</b> Councillors to sign Declarations of Acceptance of Office and deliver Register of Members' Interest Forms and Returns of Election expenses to the Clerk  |
| <b>06/22/23</b> | <b>Declarations of interest</b> To receive declarations of interest in respect of agenda items below (Localism Act 2011)  |
| <b>07/22/23</b> | <b>General Power of Competence</b> 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.   |
| <b>08/22/23</b> | <b>Appointment of members and election of Chairs to Standing Committees</b> (A draft schedule of membership, based on feedback from Councillors, will be circulated with agenda) <ul style="list-style-type: none"><li>• Allotments</li><li>• Community Assets</li><li>• Community Engagement and Wellbeing</li></ul> |

FINAL

- Finance and General Purposes
- Planning

**09/22/23**      **Public session** The Chair will ask members of the public if they wish to address the Council in the public session.

**10/22/23**      **Issues raised by members of the public in advance of the meeting**

- Bafford Lane – parking issues

**11/22/23**      **Minutes of previous meeting** To approve the minutes of the meeting of the Parish Council on 25<sup>th</sup> April 2022 (previously circulated) as being an accurate record of the meeting.

**12/22/23**      **Reports and apologies from County and Borough Councillors** To receive reports or apologies from County and Borough Councillors

**13/22/23**      **Internal Audit** To receive the internal audit report (previously circulated) and agree any resulting actions

**14/22/23**      **Year End Accounts for 2021/22** To formally receive and approve the accounts for the financial year 2021/22

**15/22/23**      **Annual Return - Governance Statement 2021/22** To approve and sign the Governance Statement in respect of 2021/2022 Accounts (Section 1 of the Annual Return)

**16/22/23**      **Annual Return - Accounting Statements 2021/22** To approve and sign the Accounting Statements for 2021/22 (Section 2 of the Annual Return)

**17/22/23**      **Community Infrastructure Levy (CIL)** To formally approve the statement regarding spending of CIL funds received during 2021/22 for submission to Cheltenham Borough Council and publication on the Parish Council website

**18/22/23**      **Monthly Accounts** To approve the monthly accounts to 30<sup>th</sup> April 2022 (previously circulated)

**19/22/23**      **Budget 2022-23 – Transfer of Cost Codes** To consider movement of Cost Codes for Tree Planting, National Tree Charter Day, Green Spaces Inventory and Queen’s Platinum Jubilee from the Community Assets Cost Centre to the Community Engagement and Wellbeing Cost Centre

**20/22/23**      **Payments** To ratify the payments list (previously circulated) showing payments made in April 2022

**21/22/23**      **Bank signatories**

- To confirm bank signatories for 2022-23 onwards
- To resolve to allow ex-Councillors who are currently bank signatories to continue in this role until new signatories are authorised by the banks

**22/22/23**      **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

**23/22/23**      **Representation on outside bodies** To nominate Members to represent the Parish Council on the following outside bodies:

- C5 Parish Councils Group (Cheltenham Borough Council)

- G3 Group (Gloucestershire County Council)
- Restoring Cheltenham's Escarpment Grasslands Project
- Cheltenham Detached Youth Work Project (Cheltenham Borough Council and other partners)

**24/22/23 Review of Cheltenham Charter and the Gloucestershire Charter**

- To review Cheltenham Charter (updated in 2021)
- To receive an update from the Clerk in relation to the Gloucestershire Charter (updated in 2016)

**25/22/23 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

**26/22/23 Procedural Standing Orders**

- To review and adopt the updated Procedural Standing Orders
- In relation to Standing Order 16 xvi, to consider appointment of staff member to act in place of the Responsible Financial Officer when they are absent

**27/22/23 Financial Regulations** To review and adopt the Financial Regulations.

**28/22/23 Risk Management Schedule** To review and adopt the Risk Management Schedule

**29/22/23 Policy Review** To review and adopt other Council policies (previously circulated):

- Complaints Procedure
- Members Code of Conduct
- 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 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.

**30/22/23 Asset Register** To review and agree the inventory of land and assets including buildings and office equipment

**31/22/23 Insurance** To review and confirm arrangements for insurance cover in respect of all insured risks.

**32/22/23 Restoring Cheltenham's Escarpment Grasslands Project**

- To receive an update from Cllrs Munro and Hawkins if applicable
- To agree a quarterly contribution to the Restoring Cheltenham's Escarpment Grasslands project equal to VAT reclaimed in relation to payments from its budget.

**33/22/23 Grange Field**

- To receive an update from Cllr Palmer if applicable
- To consider a quote for a drainage survey of Grange Field, agree a contractor and confirm the budget for this project
- To consider quotes for a new access gate on Grange Field, agree a contractor and confirm the budget for this project

**34/22/23 Meeting Dates** To formally approve Full Council and Standing Committee meeting dates for 2022-23

**35/22/23 Community Grant application**

- To consider a Community Grant application from Charlton Kings Flower Club

**36/22/23 Communications and Community Engagement**

- To receive a report from Cllr Parnham on the Communications Working Group meeting on 12th May 2022
- To note that the Community Engagement Officer has been in contact with authors for the June 2022 Parish Council Newsletter.
- To note the topic for the July 2022 Local Answer article

**FOR INFORMATION – Written reports in relation to any of the items in this section may be submitted to the Clerk for circulation in advance of the meeting. Verbal reports will be by exception if there is a critical issue to raise or a question to be answered from another Councillor.**

**37/22/23 Minutes of Annual Parish Meeting and Community Open Meeting on 21st April 2022**

- To note the minutes of the Annual Parish Meeting on 21<sup>st</sup> April 2022 which will be formally approved at the next Annual Parish Meeting

**38/22/23 Update on key projects** To receive written reports on key projects as applicable

- CK Futures (Cllr Parnham)
- CK Health Connect (Cllr Johnson)
- Youth Work (Cllr Johnson)
- Rights of Way (Cllrs Holt and Gosling)

**39/22/23 Update on Standing Committees** The minutes of all Standing Committee meetings are available on the Parish Council website.

- Allotments (Cllr Palmer)
- Community Assets (Cllr Munro)
- Community Engagement and Wellbeing
- Finance and General Purposes
- Planning (Cllr Grimshaw)

**40/22/23 External reports for information** To receive written reports in advance of the meeting on matters for information

**41/22/23 Any other business** To report on any matters for information

Date of next meeting: Full Council Meeting - Monday, 27<sup>th</sup> June 2022 at 7.00 pm