



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 24th May 2021 at 7.00 pm in the Stanton Hall, Church Piece, Charlton Kings GL53 8AR.

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
17th May 2021

The legislation that permitted virtual meetings ended on 7th 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.

- The COVID-19 socially distanced capacity for the venue is assessed for each meeting, taking into account the number of Councillors and staff members who will attend the meeting. On this basis, the number of members of the public who may be admitted to this meeting is 5. Access is given on a "first-come-first-served" basis and we cannot admit more than the stated number to the meeting.
- Members of the public who wish to attend the meeting must form a socially-distanced queue at the main entrance to the Stanton Hall (by the Library) 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 wear face masks at all times, unless exempt from doing so under current government legislation, and use the hand-sanitizer provided at the entrance. They will be asked to provide their name and contact details on entry.
- Members of the public must proceed as directed to their seat at the meeting and remain in it until the end of the meeting.
- A Councillor or member of staff will direct members of the public to leave, one-by-one, in a socially-distanced way at the end 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 12.00 noon on the day of the meeting to clerk@charltonkingsparishcouncil.gov.uk

AGENDA

- 1/21/22** **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.
- 2/21/22** **Election of Chair for the forthcoming year**
- 3/21/22** **Election of Vice Chair for the forthcoming year**
- 4/21/22** **Appointment of members and election of Chairs to Standing Committees** (current schedule of membership circulated with agenda)
- Allotments
 - Community Development
 - Finance and General Purposes
 - Planning

FINAL

- 5/21/22** **Public session** The Chair will ask members of the public if they wish to address the Council in the public session.
- 6/21/22** **Issues raised by members of the public in advance of the meeting**
- 7/21/22** **Apologies** to be received
- 8/21/22** **Declarations of interest** To receive declarations of interest in respect of agenda items below (Localism Act 2011)
- 9/21/22** **Minutes of previous meeting** To approve the minutes of the meeting of the Parish Council on 26th April 2021 (previously circulated) as being an accurate record of the meeting.
- 10/21/22** **Reports and apologies from County and Borough Councillors** To receive reports or apologies from County and Borough Councillors
- 11/21/22** **Internal Audit** To receive and formally approve the internal audit report (previously circulated)
- 12/21/22** **Year End Accounts for 2020/21** To formally receive and approve the accounts for the financial year 2020/21
- 13/21/22** **Annual Return - Governance Statement** To approve and sign the Governance Statement in respect of 2020/2021 Accounts (Section 1 of the Annual Return)
- 14/21/22** **Annual Return - Accounting Statements** To approve and sign the Accounting Statements for 2020/21 (Section 2 of the Annual Return)
- 15/21/22** **Community Infrastructure Levy (CIL)** To formally approve the statement regarding spending of CIL funds received during 2020/21 prior to submission to Cheltenham Borough Council and publication on the Parish Council website
- 16/21/22** **Monthly Accounts** To approve the monthly accounts to 30th April 2021 (previously circulated)
- 17/21/22** **Payments** To ratify the payments list (previously circulated) showing payments made in April 2021
- 18/21/22** **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
- 19/21/22** **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)
 - C5 Parish Councils Group (Cheltenham Borough Council)
 - Cheltenham Youth Services Project
- 20/21/22** **Review of Cheltenham Charter and the Gloucestershire Charter**
- 21/21/22** **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

- 22/21/22** **Standing Orders** To review and adopt the Procedural Standing Orders.
- 23/21/22** **Financial Regulations** To review and adopt the Financial Regulations.
- 24/21/22** **Risk Management Schedule** To review and adopt the Risk Management Schedule
- 25/21/22** **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.
- 26/21/22** **Asset Register**
- To review the inventory of land and assets including buildings and office equipment
 - To consider whether outdated speed monitoring equipment should be written-off the Asset Register
- 27/21/22** **Insurance** To review and confirm arrangements for insurance cover in respect of all insured risks.
- 28/21/22** **Meeting Dates** To note that meeting dates for 2021-22 were approved at the Full Council meeting on 26th April 2021 and have been added to the website at <https://www.charltonkingsparishcouncil.gov.uk/council-meetings.html>
- 29/21/22** **Restoring Cheltenham's Limestone Grasslands Project**
- To agree cost centres and cost codes for the project
 - To agree budget allocations for 2021-22 to the costs centres and cost codes
 - To agree the budget holder for the project
- 30/21/22** **Community Grant** To consider an application (previously circulated) for a grant from:
- Great Western Air Ambulance
- 31/21/22** **Communications and Community Engagement**
- To receive a report on the meeting of the Communications and Community Engagement Working Group on 14th May 2021
 - To confirm the list of items and authors (previously circulated) for the June 2021 Parish Council Newsletter. Suggested additions or amendments to the list to be emailed to the Clerk in advance of the meeting.
 - To agree the topic for the July 2021 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.

- 32/21/22** **Minutes of Annual Parish Meeting on 29th April 2021**
- To note the minutes of the Annual Parish Meeting on 29th April 2021 which will be formally approved at the next Annual Parish Meeting which is scheduled for 12th May 2022
- 33/21/22** **Update on key projects** To receive written reports on key projects as applicable
- CK Futures (Cllr Parnham)
 - CK Health Connect (Cllr Johnson)
- 34/21/22** **Update on Standing Committees** The minutes of all Standing Committee meetings are available on the Parish Council website.
- Allotments (Cllr Palmer)
 - Community Development (Cllr Honeywill)
 - Finance and General Purposes (Cllr Hodges)
 - Planning - 10th and 17th May (Cllr Grimshaw)
- 35/21/22** **External reports for information** To receive written reports in advance of the meeting on matters for information
- 36/21/22** **Any other business** To report on any matters for information including:

Date of next meeting: Full Council Meeting - Monday, 28th June 2021 at 7.00 pm