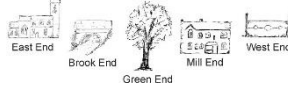


# Chadlington Parish Council



Council members are hereby summoned to attend the Annual Council Meeting on Monday 15 May 2023 at 7.30 pm, at Chadlington Memorial Hall. Please inform the Clerk if you are unable to attend.

*Anne Ogilvie*

Anne Ogilvie – Chadlington Parish Council Clerk  
09 May 2023

This meeting is open to the public.

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960.

## **Agenda**

1. To elect the Chairman of the Council
2. To receive the Acceptance of Office from the Chairman
3. Welcome from the Chairman
4. To elect the Vice-Chairman of the Council
5. To receive the Acceptance of Office from the Vice-Chairman
6. To receive apologies for absence
7. To approve and sign the minutes of the meeting on 17 April 2023
8. To receive declarations of interest from Members regarding items on the agenda
9. Public participation – to allow members of the public/press to comment on any item on the agenda, or bring any matter to the attention of the Council. In accordance with Standing Orders, this will not exceed 15 minutes in total and 3 minutes per person.
10. To receive reports from the County and District Councillors
11. To create committees and agree their terms of reference
12. To appoint members to serve on the committees
13. To review the existing working groups and review their terms of reference
14. To create working groups and agree their terms of reference
15. To appoint members to serve on the working groups
16. To appoint lead councillors and agree their terms of reference
17. To review delegation arrangements with external committees and other local authorities
18. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
19. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate
20. To review delegation arrangements to officers
21. To review and approve the inventory of land owned or maintained by the Council

22. To review and approve the asset register
23. To review and adopt Standing Orders
24. To review and adopt Financial Regulations
25. To review and approve the Council's complaints procedures
26. To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures
27. To approve the Councillor Code of Conduct
28. To review and approve the Council's insurance policy and renewal agreement
29. To review and approve the Council and staff subscriptions and memberships to other bodies
30. To review and approve the maintenance and administration contracts and agreements, and agree actions
31. To review and approve the Scheduled Payments List and suppliers for the year to May 2024
32. To approve the direct debits and standing orders for the year to May 2024
33. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
34. To review and approve the Action Plan for 2023-2024
35. To receive and comment on the RFO's review of the annual accounts to 31 March 2023
36. To approve the Statement of Accounts to 31 March 2023
37. To approve the bank reconciliation to 31 March 2023
38. To receive and comment on the internal audit report for the year ending 31 March 2023
39. To complete and sign the Annual Governance Statements for the year ending 31 March 2023
40. To approve and sign the Accounting Statements for the year ending 31 March 2023
41. To set the date for the commencement of the Exercise of Public Rights
42. To appoint the internal auditor for the current financial year
43. To approve grants and donations for the year to 31 March 2023
44. To receive and comment on the Clerk's report
45. Planning and enforcement
  - a. 23/00978/HHD – Alterations including conversion of attic space to create extra living space with the insertion of a dormer window, raise existing roof, and addition of solar panels – Plum Tree, Chapel Road, Chadlington – comment by 18 May 2023
  - b. Any planning applications or enforcement notices received before the date of the meeting
  - c. Update of previous planning applications and enforcement actions
46. Business items
  - a. To receive the regular playground inspection reports and agree actions
  - b. To receive an update from the Playground Maintenance Working Group and agree actions
  - c. To consider the tree survey for the playground and agree actions
  - d. To receive an update from Working Groups and agree actions
  - e. Allotment water – To note the Landlords' requirement to create a formal agreement regarding the Council's responsibilities for a water supply on the allotment, and agree actions

47. Finance
  - a. To ratify expenditure since the last meeting
  - b. To approve the current payments
  - c. To instruct the bank signatories to sign the approved payments
  - d. To note monies received
  - e. To receive the update of the current status of the bank account
  - f. To approve the budget update
  - g. To approve the bank reconciliation
  - h. To approve the finance update
  - i. To review the general and earmarked reserves
48. To receive items for information only
49. To receive motions for the next agenda, and note that motions and papers for the next agenda must be received by the Clerk at least one week before the next meeting
50. Next meeting – to note the date, time and place of the next council meeting
51. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following times
52. To consider whether to maintain the Clerk's hours at 10 hours per week and agree actions
53. To receive a report following the Clerk's annual appraisal and agree actions