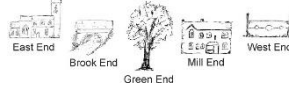


# Chadlington Parish Council



Council members are hereby summoned to attend the Annual Council Meeting on Monday 13<sup>th</sup> May 2024 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  
05 May 2024

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 Chair of the Council
2. To receive the Acceptance of Office from the Chair
3. Welcome from the Chair
4. To elect the Vice-Chair of the Council
5. To receive the Acceptance of Office from the Vice-Chair
6. To approve the signing of the Declaration of Acceptance of Office of councillors unable to attend the meeting by 31 May 2024
7. To note that as the number of persons elected is one seat short of the number of seats on the Council, the newly elected Council is required to co-opt one person to fill the remaining vacancy within 35 working days of the date of the election (24 June 2024). To note that if the Council does not co-opt by that date the District Council has the power to order a further election
8. To receive apologies for absence
9. To approve and sign the minutes of the meeting on 11 March 2024
10. To receive declarations of interest from Members regarding items on the agenda
11. 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.
12. To receive reports from the County and District Councillors
13. To approve that from 13 May 2024 until the next relevant Annual Meeting of the Council that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors is greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk as defined by The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2
14. To create committees and agree their terms of reference
15. To appoint members to serve on the committees
16. To review the existing working groups and review their terms of reference

17. To create new working groups and agree their terms of reference
18. To appoint members to serve on the working groups
19. To appoint lead councillors and agree their terms of reference
20. To review delegation arrangements with external committees and other local authorities
21. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
22. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint council representatives as appropriate
23. To review and approve the delegation arrangements to officers
24. To review and approve the inventory of land owned or maintained by the Council
25. To review and approve the asset register
26. To review and adopt the Standing Orders
27. To review and adopt the Financial Regulations
28. To review and approve the Council's complaints procedures
29. 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
30. To approve the Councillor Code of Conduct
31. To review and approve the Council's insurance policy and renewal agreement
32. To review and approve the Council and staff subscriptions and memberships to other bodies
33. To review and approve the maintenance and administration contracts and agreements, and agree actions
34. To review and approve the Scheduled Payments List and suppliers for the year to May 2025
35. To approve the direct debits and standing orders for the year to May 2025
36. To determine the time and place of the ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
37. To review and approve the Action Plan for 2024-2025
38. To agree the Council project list and priorities for 2024-2025
39. To receive and comment on the RFO's review of the annual accounts to 31 March 2024
40. To approve the Statement of Accounts to 31 March 2024
41. To approve the bank reconciliation to 31 March 2024
42. To receive and comment on the internal audit report for the year ending 31 March 2024
43. To complete and sign the Annual Governance Statement for the year ending 31 March 2024
44. To approve and sign the Accounting Statements for the year ending 31 March 2024
45. To set the date for the commencement of the Exercise of Public Rights
46. To consider the internal auditor arrangement for the current financial year and agree actions
47. To approve grants and donations for the year ending 31 March 2025
48. To receive and comment on the Clerk's report

#### **Planning and enforcement**

49. Any planning applications or enforcement notices received before the date of the meeting

50. To receive an update of previous planning applications and enforcement actions

### **Playground**

51. To receive the regular playground inspection reports and agree actions
52. To consider undertaking an agreement with a contractor to carry out minor playground repairs and maintenance, and agree actions
53. To consider the storage or disposal of the old toddler slide and agree actions
54. To consider playground maintenance works required and agree actions

### **Parish Maintenance**

55. To consider options for weed control in the village and agree actions
56. To consider contracting Ubico Ltd to undertake verge strimming in the village and agree actions

### **Community**

57. To receive and consider the Housing Needs Survey Report from CFO
58. To agree Council representatives to meet with CFO to consider actions from the Housing Needs Survey Report
59. To receive an update regarding the playing field leases and agree actions
60. To receive an update regarding the Memorial Hall triangle and agree actions

### **Finance and administration**

61. To ratify expenditure since the last meeting
62. To approve current payments
63. To authorise the current bank signatories to sign the approved payments
64. To note monies received
65. To receive an update of the current status of the bank account
66. To approve the bank reconciliation
67. To approve the finance update
68. To approve the budget update
69. To approve the reserves update
70. To agree new signatories for the HSBC current account
71. To agree to remove the current signatories from the HSBC current account
72. To agree new signatories for the Unity Trust Bank current account
73. To consider Clerk and Councillor training and agree actions
74. To receive the report of the internal financial check carried out on 05 April 2024 and agree actions
75. To agree the date and time for the Clerk's annual appraisal and agree actions

### **76. Correspondence and information**

77. To receive items for information only

### **Next meeting**

78. 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
79. Next meeting – to note the date, time and place of the next council meeting