



# Gorsley & Kilcot Parish Council

4<sup>th</sup> May 2022

Councillors are hereby summoned to attend the annual meeting of **GORSLEY & KILCOT PARISH COUNCIL** to be held on **Monday 9<sup>th</sup> May 2022 at 7.30pm** in the Upper Room, Christ Church, Gorsley for the purpose of transacting the business set out below.

Members of the Public are invited to address the Council at 7:30pm on matters on the agenda. (Public to speak for a maximum of 3 minutes each with the Public Session being no longer than 30 minutes).

*Charlee Roberts*

Parish Clerk

## AGENDA

- 1 **Election of Chair**  
To elect a chair for 2022-23 and receive the Chair's declaration of acceptance of office.
- 2 **Election of Vice-Chair**  
To elect a Vice-Chair for 2022-23 and receive the Vice-Chair's declaration of acceptance of office.
- 3 **Apologies for absence**  
To receive and accept any apologies given
- 4 **Declarations of Interest**  
To receive and declarations of interest and requests for dispensation regarding items on the agenda.
- 5 **Code of Conduct**  
To remind Councillors of their agreement to the Code of Conduct.
- 6 **Standing Orders & Financial Regulations**  
To review and adopt the current Standing Orders and Financial Regulations.
- 7 **Committees, sub-committees, working parties.**  
To confirm or appoint any committees or sub-committees, agree number of members (including, if appropriate, substitute councillors) for these.
- 8 **External Bodies**  
To review representation on external bodies and arrangements for reporting back to the Council.
- 9 **Asset Inventory**  
To review and accept the inventory of land and assets including buildings and office equipment.
- 10 **Risk Assessment**  
To review and accept the Risk Management Controls.
- 11 **Insurance Cover**  
To note that insurance cover is in place and the next renewal date.
- 12 **Minutes of previous meetings**  
To approve and sign the minutes of the full council meeting held on 7<sup>th</sup> March 2022

- 13 **Reports**  
To receive reports from County and District Councillors (if available)
- 14 **Financial Matters**
- 14.1 To approve Bank Reconciliation and end of year accounts
  - 14.2 To approve summary of reserves
  - 14.3 To approve list of payments to be made.
  - 14.4 To approve payments already made by standing order or bacs
- 15 **Annual Governance and Accountability Return 2021-22**
- 15.1 **Annual Return - Governance Statements 2021-22**  
To approve and sign Section 1 – Annual Governance Statement 2021-22
  - 15.2 **Annual Return - Accounting Statements 2021-22**  
To approve and sign Section 2 – Accounting Statements 2021-22
  - 15.3 **Certificate of Exemption**  
To agree that the Parish Council meets the exemption conditions and agree to certify as an exempt council, to agree to complete and submit the Certificate of Exemption for 2021-22
  - 15.4 **Dates for the Exercise of Public Rights**  
To confirm dates for the exercise of public rights.
  - 15.5 **Review of investments and Banks Accounts**  
To review the investments and bank accounts.
- 16 **Highways / PROW Matters**
- 17 **Planning Decisions**  
To note planning decisions.
- 18 **Planning Applications**  
To review planning applications and agree upon any comments to be made.
- 19 **Planning Enforcement**  
To discuss planning enforcement matters in the parish.
- 20 **GKPC Laptop**  
To discuss ongoing technology issues and agree actions to be taken.
- 21 **Clerk's Report and Action Tracker (for information only)**
- 22 **To receive items for the next meeting agenda**
- 23 **Meeting Dates**  
To agree meeting schedule for 2022-23  
To agree Date and time of next meeting



Charlee Roberts  
Clerk to Gorsley & Kilcot Parish Council

PLANNING APPLICATIONS WILL BE AVAILABLE FOR VIEWING BY THE PUBLIC BY APPOINTMENT WITH THE CLERK (Mrs Arin Spencer 07484619582) AT A MUTUALLY CONVENIENT LOCATION (IN ACCORDANCE WITH SOCIAL DISTANCING GUIDELINES).

ALL MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC AND PRESS WITH THE EXCEPTION OF ITEMS CONSIDERED UNDER STANDING ORDER 1C  
All meetings held at Christ Church Gorsley can be moved downstairs if stairs are an obstacle to attendance at a meeting or a Loop System is required. A wheelchair ramp can be provided to access the church.

"Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, sexual orientation, marital status and any disability), Crime and Disorder, Biodiversity, Health and Safety and Human Rights."