



Gorsley & Kilcot Parish Council

6th May 2025

Councillors are hereby summoned to attend the annual meeting of **GORSLEY & KILCOT PARISH COUNCIL** to be held on **Monday 12th May 2025 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 2025-26 and receive the Chair's declaration of acceptance of office.
- 2 **Election of Vice-Chair**
To elect a Vice-Chair for 2025-26 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**
To review and adopt the current Standing Orders.
- 7 **Financial Regulations**
To review and adopt the current Financial Regulations.
- 8 **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.
- 9 **External Bodies**
To review representation on external bodies and arrangements for reporting back to the Council.
- 10 **Asset Inventory**
To review and accept the inventory of land and assets including buildings and office equipment.
 - 10.1 **Noticeboards**
To discuss the repair/replacement of noticeboards and agree any action
- 11 **Risk Assessment**
To review and accept the Risk Management Controls.
- 12 **Insurance Cover**
To note that insurance cover is in place.
To review quotes for Insurance cover and agree next steps for renewal.

- 13 **Council Policies**
To review other council policies including data protection, publication, grant awarding and complaints.
- 14 **Minutes of previous meetings**
To approve and sign the minutes of the council meetings held on 3rd March 2025
- 15 **Reports**
To receive reports from County and District Councillors (if available)
- 16 **Financial Matters**
- 16.1 To approve Bank Reconciliation and end of year accounts
 - 16.2 To review summary of reserves and agree figures for 2025-26
 - 16.3 To review and agree payments to be made by standing order or direct debit for 2025-26
 - 16.4 To note income received
 - 16.5 To approve payments already made by standing order or bacs
 - 16.6 To approve list of payments to be made
 - 16.7 To review Bank reconciliation and statements
 - 16.8 To review grant request and agree any payment
- 17 **Internal Audit**
To receive and review the Internal Audit report and agree any actions to be taken.
- 18 **Annual Governance and Accountability Return 2024-25**
- 18.1 **Annual Return - Governance Statements 2024-25**
To approve and sign Section 1 – Annual Governance Statement 2024-25
 - 18.2 **Annual Return - Accounting Statements 2024-25**
To approve and sign Section 2 – Accounting Statements 2024-25
 - 18.3 **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 2024-25
 - 18.4 **Dates for the Exercise of Public Rights**
To confirm dates for the exercise of public rights.
 - 18.5 **Review of investments and Banks Accounts**
To review the investments and bank accounts.
- 19 **Highways / PROW Matters**
- 20 **Tree Works Kilcot Green**
To review and discuss information/options and agree any actions.
- 21 **Planning Decisions**
To note planning decisions.
- 22 **Planning Applications**
To review planning applications and agree upon any comments to be made.
P0038/25/FUL – Brookwood, Kempley Road, Gorsley – Erection of an extension to form a garden room with swimming pool
- 23 **Planning Enforcement**
To discuss planning enforcement matters in the parish.
- 24 **Clerk's Report**
To provide updates about ongoing actions to the Council

25 **Meeting Dates**

To agree meeting schedule for 2024-25
To agree Date and time of next meeting

26 **Clerk Review**

To review clerk contract and salary agree any changes to be made.



Charlee Roberts

Clerk to Gorsley & Kilcot Parish Council

PLANNING APPLICATIONS WILL BE AVAILABLE FOR VIEWING BY THE PUBLIC BY APPOINTMENT WITH THE CLERK (Miss Charlee Roberts 07901626155) AT A MUTUALLY CONVENIENT LOCATION. 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."