



Gorsley & Kilcot Parish Council

14th May 2023

Councillors are hereby summoned to attend the annual meeting of **GORSLEY & KILCOT PARISH COUNCIL** to be held on **Monday 20th May 2023 at 6.30pm** 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 6:30pm 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 2024-25 and receive the Chair's declaration of acceptance of office.
- 2 **Election of Vice-Chair**
To elect a Vice-Chair for 2024-25 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.
- 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 **Minutes of previous meetings**

To approve and sign the minutes of the council meetings held on 4th March 2024

14 Reports

To receive reports from County and District Councillors (if available)

15 Financial Matters

15.1 To approve Bank Reconciliation and end of year accounts

15.2 To review internal accounts checks

15.3 To review summary of reserves and agree figures for 2024-25

15.4 To review and agree payments to be made by standing order or direct debit for 2024-25

15.5 To approve payments already made by standing order or bacs

15.6 To approve list of payments to be made

16 Internal Audit

To receive and review the Internal Audit report and agree any actions to be taken.

17 Annual Governance and Accountability Return 2023-24

17.1 Annual Return - Governance Statements 2023-24

To approve and sign Section 1 – Annual Governance Statement 2023-24

17.2 Annual Return - Accounting Statements 2023-24

To approve and sign Section 2 – Accounting Statements 2023-24

17.3 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 2023-24

17.4 Dates for the Exercise of Public Rights

To confirm dates for the exercise of public rights.

17.5 Review of investments and Banks Accounts

To review the investments and bank accounts.

18 Highways / PROW Matters

19 Planning Decisions

To note planning decisions.

20 Planning Applications

To review planning applications and agree upon any comments to be made.

21 Planning Enforcement

To discuss planning enforcement matters in the parish.

22 Clerk's Report

To provide updates about ongoing actions to the Council

23 Meeting Dates

To agree meeting schedule for 2024-25

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 (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."