

PAUNTLEY PARISH COUNCIL

Parish Councillors are summoned to the Annual Meeting of the Parish Council,
At Pauntley Village Hall, Brand Green
On Monday, 15th May at 7pm

AGENDA

- 1. To elect the Chairman of the Council and to receive Chairman's signature on the Declaration of Acceptance of Office Form.**
- 2. To elect the Vice-Chairman of the Council.**
- 3. To receive and accept apologies for absence.**
- 4. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
- 5. Councillor Forms**
 - a. To receive signed Declaration of Acceptance of Office forms from all Cllrs.
 - b. To remind councillors to submit their Register of Interests form within 28 days.
- 6. To agree and sign the minutes of the Parish Council meeting held on the 17th April 2023.**
- 7. Open Session**

Designated maximum period of 5 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda and shall not speak for more than five minutes.
- 8. Reports**
 - a. To receive a report from District Councillors Cllr Phillip Burford and Cllr Clayton Williams.
 - b. To receive a report from Gloucestershire County Councillor for Newent Gill Moseley.
- 9. To note the attendance record of councillors at meetings during 2022-23**
- 10. To review PPC policies and adopt, (re)adopt as necessary**
 - a. To (re)adopt Standing Orders noting amendments to section 18 as per the April 2022 update and to policy numbers 3s and 8a with the addition of 'that voting may take place by paper ballot, for appropriate actions such as co-option of a councillor.' – Appendix 1**
 - b. LGA Code of Conduct – Appendix 2
 - c. To re-adopt Financial Regulations noting amendment to 11h "less than £5000 and value below £1000 and above £500." – Appendix 3
 - d. Risk Register, Schedule Assessment and Finance Controls – Appendix 4a and 4b**
 - e. Risk Management Policy – Appendix 5**
 - f. Policy for dealing with planning applications – Appendix 6**
 - g. Reserves Policy – Appendix 7**
 - h. Asset Register – Appendix 8
 - i. To consider agreement to continue to comply with the transparency code.
 - j. To remind councillors of the self-disqualification law.
- 11 Finance**
 - a. To note the End of Year Finance report and bank balances - Appendix 9
 - b. To note the May Finance Report and Bank Reconciliation - Appendix 10
 - c. To consider and approve the internal audit report 2022-23 - Appendix 11
 - d. To consider and approve the Annual Governance Statement – Appendix 12
 - e. To consider and approve the Annual Return Accounting Statements – Appendix 13
 - f. To consider eligibility for external audit exemption and sign the certificate – Appendix 14

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- g. To consider the internal auditor for 2023-24
- h. To consider the insurance provision for 2023-24.
- i. To consider the appointment of TP Jones as Payroll provider for 2023-24
- j. To consider continuing to use the “payments and receipts” accounting method for 2023-24
- k. To consider any regular payments (DD)
- l. To consider Lloyds Bank signatories.
- m. To confirm the clerk’s delegated authority to make payments between meetings as necessary.

n. To consider the following invoices for payment:

- | | |
|---|--------|
| • GAPTC – Internal Audit Service Fee | £180 |
| • TP Jones & Co – Payroll Service April 22 – March 23 | £84.48 |
| • Clerk’s Expenses – Stationery and Buckland frame | £12.49 |
| • Chair Expenses - Coronation Cake. | £50 |

o. To ratify payments made between meetings:

- Clerk pension – April

p. To note income received:

- | | |
|-----------|-------|
| • Precept | £6000 |
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12 To appoint Members to serve on Working Groups.

- a. Finance
- b. Planning

13 Planning

- a. To confirm the clerk’s delegated authority to respond to planning queries between meetings.
- b. To receive an update on the Land at Pool Hill (Herridges Orchard), Newent, GL18 1LW - EN/0086/23

14 Highways

- a. To receive an update on the scheme to reduce the speed limit to 20mph.

15 Correspondence

16 To consider items for the next meeting – no discussion.

17 To note the date of the next meeting as the Annual Parish Meeting on the 22nd May at 7pm and the next ordinary meeting on the 12th June 2023 at 7pm.

Rachel Freestone

Date: 9th May 2023

Rachel Freestone

Parish Clerk – Pauntley Parish Council.