

7 May 2024

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

I hereby give notice that the **Annual Meeting of Upper Rissington Parish Council** will be held in Upper Rissington Village Hall, Wellington Road on **Monday 13 May 2024 at 7:00pm**.

All members of the public and press are welcome to attend.

To all Members of Upper Rissington Parish Council

Councillors are hereby summoned to attend the **Annual Meeting of Upper Rissington Parish Council** to be held on **Monday 13 May 2024 in Upper Rissington Village Hall, Wellington Road** commencing at **7pm** for the transaction of business on the following agenda.

RWaller

Ruth Waller

Clerk to Upper Rissington Parish Council

AGENDA

- 24.05.13.1 **To elect a Chairman** of the Parish Council for 2024/2025 and signing of Acceptance of Office form
- 24.05.13.2 **To elect a Vice Chairman** of the Parish Council for 2024/2025 and signing of Acceptance of Office form
- 24.05.13.3 **To receive and approve apologies for absence.**
- 24.05.13.4 **To receive declarations of interest for items on the agenda below**, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)
- 24.05.13.5 **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*
- 24.05.13.6 To **confirm and sign the minutes** of the Parish Council meeting held **on 8 April 2024**
- 24.05.13.7 To receive **Clerk's Report** and agree actions
- 24.05.13.8** To receive the County Councillor's Report
- 24.05.13.9** To receive the District Councillor's Report
- 24.05.13.10 To receive a report for the Community Emergency Team
- 24.05.13.11** To review and approve the Council's **Standing Orders**
- 24.05.13.12** To review and adopt **Financial Regulations**

- 24.05.13.13 **To review and approve the Code of Conduct**
- 24.05.13.14** Review of representation on or work with external bodies and arrangements for reporting back
- 24.05.13.15** To appoint a Staffing Committee and approve terms of reference
- 24.05.13.16** To appoint Committee members and Committee Chairman
- 24.05.13.17** To review the assets register
- 24.05.13.18 To confirm the arrangements for insurance cover in respect of all insurable risk
- 24.05.13.19 To review subscriptions to other bodies.
- 24.05.13.20** To review and approve the **Risk Strategy and Management Policy**
- 24.05.13.21 **To consider Schedule of other Council Policies with proposed renewal dates**
- 24.05.13.22 To review and approve the Council's Tree Policy
- 24.05.13.23** To review the Council's employment handbook
- 24.05.13.24** To review the **Council's expenditure incurred under s.137** of the Local Government Act 1972
- 24.05.13.25** To agree and approve the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 24.05.13.25** **To review the Community Grant Policy**
- 24.05.13.26** **Planning:**
- 1. To discuss planning application and agree actions**
 - i. [24/00866/FUL | Erection of two storey rear extension | 4 Mitchell Way Upper Rissington Cheltenham Gloucestershire GL54 2PL](#)
 - ii. [24/01125/FUL | Proposed single-storey rear extension to detached garage to create an annex to dwelling and conversion of existing garage into annex | 18 Mitchell Way Upper Rissington GL54 2PL](#)
 - 2. To note new planning decisions issued by Cotswold District Council**
 - 3. To discuss any urgent planning applications received since publication of the agenda**
- 24.05.13.27** **Finance** – documents circulated prior to meeting:
1. To approve the May payment list/those paid between meetings and to note receipts (Appendix A)
 2. To approve the bank reconciliation for April 2024
 3. To approve regular payments of Direct Debit and Standing Orders
 4. To consider opening a new Bank Account in place of current Lloyds bank account and agree actions
- 24.05.13.28** To review current Bank signatories and appoint signatories for 2024-25
- 24.05.13.29** To consider expenditure items for S106 and CiL monies and agree actions
- 24.05.13.30** **Accounts for Year Ended 31 March 2024:**
1. To approve the annual accounts and bank reconciliation for Year End 31 March 2024.
 2. To approve the Annual Governance Statement (Section 1) for external auditors PKF Littlejohn
 3. To approve and sign the Accounting Statement 2023-24 (AGAR Part 3, Section 2) for external auditors PKF Littlejohn
 4. To approve publication of the unaudited accounts for 2023/24
 5. To confirm the period for the exercise of public rights to inspect the draft accounts – proposed to take place between Monday 3 June and Friday 12 July 2024.

24.05.13.31 Recreation facilities

1. To receive any requests from allotment holders and agree action

24.05.13.32 Village Hall

1. To consider proposal for a flagpole at the Village hall, receive quotes and agree actions

24.05.13.33 Health and Safety

1. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received
2. To receive any health and safety issues relating to the Village Hall and agree actions

24.05.13.34 To consider request for low-level lighting on approach to Village Hall and agree actions

24.05.13.35 Date of Next Meeting is Monday 13 June 2024

24.05.13.36 Confidential session: Council are excluding members of the public and the press to progress matters of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102

1. To discuss staffing matters including proposed restructure of duties and agree actions

Anyone can film, record, broadcast, take photographs, and use social media to report on the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.