

STAVERTON PARISH COUNCIL

Chair: Cllr R Lewis
Clerk: Mrs M Hinde
E-mail: clerk@stavertonpc.org.uk

The annual meeting of Staverton Parish Council will be held at Dundry Nurseries Bamfulong Lane Staverton GL51 6SL immediately after the annual parish meeting on Tuesday 14 May 2024

To: All members of the Parish Council:

You are hereby summoned to attend a meeting of Staverton Parish Council to be held Dundry Nurseries immediately after the annual parish meeting on Tuesday 14 May 2024

MEMBERS OF THE PUBLIC AND PRESS ARE ALSO INVITED AND ENCOURAGED TO ATTEND

Michelle Hinde

Michelle Hinde

Clerk to the Council

08/05/2024

ANNUAL MEETING OF STAVERTON PARISH COUNCIL MEETING AGENDA

- 14.05.24.1** To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed
- 14.05.24.2** To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting
- 14.05.24.3** To note apologies for absence
- 14.05.24.4** To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.
- 14.05.24.5** To confirm and agree Minutes of the Parish Council Meeting held on 12 February 2024
- 14.05.24.6** To receive Clerks Report and agree actions
- 14.05.24.7** To receive Borough Councillors Report
- 14.05.24.8** To receive County Councillors Report
- 14.05.24.9** **Finance, all documents to be circulated prior to the meeting:**

- a) To approve payment of May 2024 payment list below and those paid since last meeting, to note receipts and agree actions

Customer	Price
GAPTC Subscription	£173.53

- b) To approve bank reconciliation up to 30th April 2024
- c) To approve budget monitoring report up to 30th April 2024
- d) To review bank signatories

- 14.05.24.10** **To receive update on Parish Council procedures and resolve to agree actions:**

- a) To confirm arrangements of insurance cover in respect of all insured risks
- b) To approve Parish Council Meeting Dates for 2024/25
- c) To review subscriptions to other bodies and agree actions

- 14.05.24.11** To review the following council policies:

- a) Standing Orders

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b) Complaints Procedure

c) Data Protection and Freedom of Information

d) Publication Scheme

e) Grants and Donations Policy

f) Asset Register

g) Internal Control Procedure

14.05.24.12 To consider the adoption of the new Financial Regulations policy and agree actions

14.05.24.13 To discuss internal control procedure completed by Cllrs. Lewis and Polgrean and agree actions

14.05.24.14 To discuss the following planning applications/appeals made since the last meeting and agree actions:

a) Planning Consultation - 24/00184/FUL - Part Parcel 7455
Gloucester Road Staverton Cheltenham

14.05.24.15 To review general reserves

14.05.24.16 To discuss census data and map

14.05.24.17 To discuss clerk salary in a confidential session

14.05.24.18 Date of Next Meeting: 12 August 2024 7pm