



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Council Office, The Westwoods Community Centre,
Bassett Road, Northleach, Cheltenham GL54 3QJ
Tel: 01451 861499, Email: clerk@northleach.gov.uk

All Members of the Council are hereby summoned to attend the
**Annual Meeting of Northleach with Eastington Town Council on
Wednesday 17 May 2023 at 7pm at the Westwoods Centre**
for the purpose of considering the business to be transacted as set out hereunder.

Pauline Rigby

Dated this day 11 May 2023
Ms Pauline Rigby, Town Clerk

AGENDA

1. Election of Chairman / Mayor: To elect by resolution the Chairman to hold office until the next Annual Meeting of the Council and receive the Chairman's declaration of acceptance of office.
2. Appointment of Vice-Chairman
3. To receive apologies for absence
4. To confirm that declarations of acceptance of office have been completed, and agree that any outstanding declarations can be signed at a later date.
5. To receive declarations of interest and deal with any requests for dispensations.
PUBLIC PARTICIPATION
6. County and District Councillors to give reports on matters affecting the parish.
7. Public Questions: <i>In accordance with Standing Orders, the period designated for public participation shall not exceed 3 minutes per person and 15 minutes overall.</i>
MATTERS FOR DECISION
8. To confirm and sign the minutes of the ordinary meeting held on 19 April 2023.
9. To receive the action point update.
10. Planning Matters: a. To note planning decisions at variance with the views of the Council b. To agree comments on planning applications/appeals, if any. <i>Note: no planning applications had been notified at the time of issuing the agenda.</i>
11. To review and re-adopt Standing Orders
12. To review and re-adopt Financial Regulations
13. To defer review of other policies required by standing order 5j to June's meeting.
14. To review terms of reference for committees and delegation arrangements.
15. To appoint members to standing committees: a. Finance and General Resources Committee b. Property & Premises Management Committee c. Westwoods Committee: d. To appoint committee chairmen or agree committees can appoint their own. e. To appoint substitute committee members, if required.

16. Parking Strategy Steering Group:
<ul style="list-style-type: none"> a. To review the steering group terms of reference and membership. b. Member motion: To carry out an accessibility audit of the Town. c. Member motion: To undertake a community consultation to help identify and capture resident's views of the parking issues across town.
17. To review representation on or work with external bodies and arrangements for reporting back:
<ul style="list-style-type: none"> a. Planning x2 b. Highways x2 (note: meeting with local highways manager on Thurs 25 May). c. Flood warden scheme
18. General Power of Competence: To confirm that the council meets the eligibility requirements to adopt the General Power of Competence of having a qualified Clerk and at least two-thirds of councillors elected and resolve to adopt the power.
19. To review the inventory of land and other assets (asset register)
20. To confirm arrangements for insurance cover in respect of all insured risks. Note that council is in third year of a 3-year agreement. Renewal date of 15 June 2023.
21. To review subscriptions to other bodies:
<ul style="list-style-type: none"> a. Gloucestershire Association of Town & Parish Councils (inc. NALC) b. Society of Local Council Clerks c. Institute of Cemeteries and Crematorium management (ICCM) d. Gloucestershire Playing Fields Association (GFPA) e. Gloucestershire Rural Community Council (GRCC) f. Campaign for the Protection of Rural England (CPRE)
22. To review expenditure incurred under S137 of Local Government Act 1972 in 2022-23.
23. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Meeting of Council.
24. Finance:
<ul style="list-style-type: none"> a. To receive the bank reconciliation to 30 April 2023. b. To receive the budget monitoring report for the year to date. c. To note first instalment of the precept of £72,865 has been received. d. To approve the transfer of funds into an instant access savings account. e. To review the bank mandate and appoint new signatories. f. To authorise the payment of accounts as per the schedule appended.
25. Internal audit: To receive the internal audit report and agree any actions arising.
26. Recruitment: To approve job description, key terms, advert, and method of advertising for Administration Officer position or agree alternative actions.
27. Correspondence:
<ul style="list-style-type: none"> a. Invitation to Cirencester Food Bank "Food Poverty" event on Tues 13 June. b. Invitation to submit a motion to GAPTC's AGM on 22 July.
MATTERS FOR INFORMATION
28. To receive minutes of the Finance & General Resources Committee on 25 April 2023.
29. To receive future agenda items (no decisions to be taken under this item). Already noted: Glorious Cotswold Grasslands, Market Place toilet block agreement, pavement, Fortey Woods, offer for The Old Woolhouse, events committee, potholes.
30. Next meeting: Proposed time / date of 7pm on 14 June 2023, subject to item 23.

Payment schedule

Date	Supplier	Service	Amount	Authority
16-Apr	Everflow	Westwoods water	£ 66.24	LGA 1972 s133
17-Apr	Guru	Website hosting	£ 89.88	LGA 1972 s142
17-Apr	Cartridge Save	Printer ink	£ 35.41	LGA 1972 s111
17-Apr	Blinds Direct	Vertical blinds	£ 237.35	LGA 1972 s133
17-Apr	EDF Energy	Westwoods electricity	£ 463.05	LGA 1972 s133
19-Apr	Spot On Supplies	Cleaning supplies	£ 56.33	LGA 1972 s133
19-Apr	Cellar Supplies	Bar stock	£ 992.07	LGA 1972 s145
20-Apr	My Cardboard Cutout	King Charles cutout	£ 39.99	LGA 1972 s145
22-Apr	BrightHR	HR support	£ 24.30	LGA 1972 s111
22-Apr	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
24-Apr	Nisbets	Tableware	£ 78.62	LGA 1972 s145
24-Apr	Stephensons	Dinner plates etc.	£ 90.13	LGA 1972 s133
25-Apr	Fruitcakes	Milk etc.	£ 10.64	LGA 1972 s145
25-Apr	Amanda King	Westwoods cleaning	£ 128.00	LGA 1972 s133
25-Apr	Bridget Bowen	Internal audit visit	£ 340.00	AAR 2015 s5
27-Apr	GRCC	Annual membership	£ 25.00	LGA 1972 s111
29-Apr	Cotswold Stores	Bar stock	£ 47.28	LGA 1972 s145
29-Apr	Casual bar staff	Wages	£ 155.00	LGA 1972 s145
30-Apr	Mainstream Digital	Telephone line	£ 53.68	LGA 1972 s133
30-Apr	Grundon	Waste collection	£ 108.40	Litter Act 1983 s5
30-Apr	McCracken and Sons	Grounds maintenance	£ 1,345.20	LG(MP)A 1976 s19
02-May	Gallagher	Insurance	£ 3,795.30	LGA 1972 s111
03-May	Starboard Systems	Scribe Accounts	£ 606.53	LGA 1972 s111
03-May	Cellar Supplies	Bar stock	£ 393.67	LGA 1972 s145
04-May	Cellar Supplies	Bar stock	£ 31.79	LGA 1972 s145
05-May	Cellar Supplies	Credit note	-£ 139.19	LGA 1972 s145
05-May	Cotswold Stores (BC)	Bar stock	£ 14.94	LGA 1972 s145
05-May	Casual bar staff	Wages	£ 90.00	LGA 1972 s145
05-May	ROSPA Play Safety	Playground inspections	£ 201.00	LG(MP)A 1976 s19
06-Mar	Fruitcakes (PR)	Milk	£ 3.60	LGA 1972 s145
08-May	Citizens Advice	Donation	£ 200.00	LGA 1972 s142(2A)
09-May	Fruitcakes	Coronation buffet	£ 354.00	LGA 1972 s145
10-May	GPFA	Annual membership	£ 50.00	LG(MP)A 1976 s19
10-May	Cellar Supplies	Bar stock	£ 257.59	LGA 1972 s145
11-May	Boyd Sports & Play Ltd	Line marking machine	£ 300.00	LG(MP)A 1976 s19
22-May	BrightHR	HR support	£ 24.30	LGA 1972 s111
22-May	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
25-May	Staff costs	May salaries, pension	£ 4,877.29	LGA 1972 s112
	TOTAL PAYMENTS		£ 15,512.19	