

## **PAUNTLEY PARISH COUNCIL**

Parish Councillors are summoned to the Annual Meeting of the Parish Council,  
**At Pauntley Village Hall, Brand Green**  
**On Tuesday, 7<sup>th</sup> May at 6.30pm**

### **AGENDA**

- 1. To elect the Chairman of the Council for 2024/25 and to receive the Declaration of Acceptance of Office Form.**
- 2. To receive and accept apologies for absence.**
- 3. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
  - a. To remind members to review their Register of Interests and inform of any changes within 28 days.
- 4. To elect the Vice-Chairman of the Council for 2024/25 and to receive the Declaration of Acceptance of Office Form.**
- 5. To adopt the General Power of Competence – Appendix 1**
- 6. To agree and sign the minutes of the Parish Council meeting held on the 15<sup>th</sup> April 2024.**
- 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 2023-24 – Appendix 2**
- 10. To review the following policies for Pauntley Parish Council:**
  - a. LGA Code of Conduct – Appendix 3
  - b. Financial Regulations – Appendix 4
  - c. Risk Register – Appendix 5
  - d. Standing Orders – Appendix 6
  - e. Risk Management Policy – Appendix 7
  - f. Reserves – Appendix 8
  - g. To remind members of compliance with the transparency code.
  - h. To remind councillors of the self-disqualification law.
- 11. To appoint Members to serve on Working Groups:**
  - a. Finance
  - b. Planning
  - c. Village Hall
- 12. Biodiversity:** to consider the decision at the Annual Parish Meeting to install live hedging around the perimeter of the Village Hall and approve any actions.
- 13. Assets:**
  - a. To consider the Asset Register for 2024 – Appendix 9
  - b. To consider the Health and Safety Inspection of assets for 2024-25.

#### 14. Finance

- a. To note the April 2024 Bank Statements and Bank Reconciliation – Appendix 10
- b. To consider and approve the GAPTC Internal Audit Report 2023-24 – Appendix 11
- c. To consider and approve the Annual Governance Statement
- d. To consider and approve the Annual Return Accounting Statements
- e. To consider eligibility for external audit exemption and sign the certificate.
- f. To consider and approve the end of year explanation of variances – Appendix 12.
- g. To consider and approve the list of payments for 2023/24 over £100 – Appendix 13.
- h. To note the dates for the Notice of Public Rights and Publication as 3<sup>rd</sup> June – 12<sup>th</sup> July inclusive.
- i. To consider a competent internal auditor external to the council for 2024-25
- j. To consider the insurance provision for 2024-25.
- k. To consider the appointment of TP Jones as Payroll provider for 2024-25.
- l. To consider and approve NEST for the Clerks pension and the 3% Employer contribution.
- m. To consider continuing to use the “payments and receipts” accounting method for 2024-25
- n. To consider and approve the schedule of regular payments (DD) for 2024-25 – Appendix 14.
- o. To consider and approve Lloyds Bank Signatories.
- p. To confirm the clerk’s delegated authority to make payments between meetings as necessary.
- q. **To consider the following invoices for payment:**
  - GAPTC – Internal Audit Service Fee £180
  - Clerk Expenses, printer ink £23.24 Net/£27.89 Gross
  - L Harding Expenses – APM refreshments £43.85
- r. **To ratify payments made between meetings:**
  - HMRC – PAYE March salary £25.20
- s. **To note income received:**
  - Forest of Dean Precept £6600.00

#### 15. Planning

- a. To confirm the clerk’s delegated authority to respond to planning queries between meetings.
- b. To comment on applications for Determination by Forest of Dean District Council:
  - P0512/24/ful – Paunt House, Castle Tump. Erection of a Single Storey side extension and internal refurbishments/alterations.
- c. To consider a response for the Scrutiny Meeting on the 10<sup>th</sup> May and agree actions.

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

**17. To note the date of the next ordinary meeting on the 10<sup>th</sup> June 2024 at 7.30pm.**

*Rachel Freestone*

Date: 1<sup>st</sup> May 2024

Rachel Freestone

Parish Clerk – Pauntley Parish Council.