

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

**PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL’S FINANCE AND GENERAL PURPOSES COMMITTEE**

**Membership: Cllrs Gosling (Chairman), Gandhi, Hawkins, Honeywill, Holt, Lock, Palmer and Parnham.**

# FINANCE AND GENERAL PURPOSES COMMITTEE

**Thursday 19th September 2024 at 7.00 pm**

You are hereby summoned to a meeting of the Parish Council’s Finance and General Purposes Committee to be held in the Conference Room, Stanton Suite, Church Piece, Charlton Kings, GL53 8AR on Thursday 20th June2024 at **7.00 pm.**

***Geraldine Connor***

Miss Geraldine Connor

Clerk to the Parish Council

**13th September 2024**

If members of the public do not feel comfortable attending a face-to-face meeting they may submit any questions or comments in advance by 12.00 noon on the day of the meeting to clerk@charltonkingsparishcouncil.gov.uk

# AGENDA

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| **13/24/25** | **Recording and filming of meetings** The Chair will ask all those present if any member of the public is intending to record or film the meeting |
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| **14/24/25** | **Apologies** to be received |
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| **15/24/25** | **Declarations of interest**  To receive declarations of interest in respect of any agenda items below (Localism Act 2011) |
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| **16/24/25** | **Minutes of previous meeting** To approve the minutes of the meeting held on 20th June 2024 (previously circulated) |
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| **17/24/25** | **Health and Safety**   1. **Annual Report on Health and Safety** To receive the annual report on Health and Safety   and agree any resulting actions |
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| **18/20/24** | **Review of Policies**  To consider the schedule of policies and confirm schedule for review and the update of Policies and Procedures including:  **i. Schedule of Publications**  To agree updates and make a recommendation to Full Council  **ii. 8c. Safeguarding Policy**  To agree updates and make a recommendation to Full Council  **iii. 8d Child Protection Policy**  To agree updates and make a recommendation to Full Council  **iv. 8e Photography and Filming Policy**  To agree updates and make a recommendation to Full Council  **v. 9f Dignity at Work policy**  To agree updates and make a recommendation to Full Council  **vi. Schedule of Policies (updated)**  To agree updates and make a recommendation to Full Council |
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| **19/24/25** | **Any Other Business** To report on any matters for information |
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| **20/24/25** | **Review of timing for future F&GP meetings**  To consider and agree the time for future F&GP meetings (evening or daytime) |
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| **21/24/25** | 1. **Personnel Subcommittee** 2. **a) To resolve that members of the public be excluded from the meeting for the following items regarding personnel issues [para 3 Schedule 12A, Part 1 of the Local Government Act 1972]** 3. **b) To consider recommendations in relation to the following items :**   i To consider a contract for a CKPC handyman  ii To review terms and conditions for Administration Officer  iii To review terms and conditions for Clerk  **c) 2024-25 NJC for Local Government Services Salary Award**   1. To note that salary increases for all staff in 2024-25 are pending agreement of the NJC Salary Scale and agree that they will be backdated to 1st April 2024 once this has been confirmed. |
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***Please be aware that this meeting may be filmed or recorded.***

Date of next meeting: The next meeting of the Finance and General Purposes Committee will take place from  **on Thursday, 12th December 2024.** Time to be confirmed.