

Signed.....
Date.....



**MINUTES OF CAM PARISH COUNCIL
ANNUAL PARISH MEETING
HELD ON WEDNESDAY 15th MAY 2024, at 6.00pm
AT CAM PARISH COUNCIL OFFICE, 4 NOEL LEE WAY, CAM**

PRESENT: J Fulcher (Chair), M Morton, M Grimshaw, S Temlett, J Fowler, D Andrewartha, M Clifton, J Dormer, K Chandler

APOLOGIES: G Gough

ABSENT:

IN ATTENDANCE: L Biddle (Clerk), J Edwards (Project Officer), A Clarke (Clerical Officer) MoPs x9,

Cllr Fulcher opened the meeting and welcomed everyone present.

FC.24.001 To elect the Chair of the Council and receive Declaration of Acceptance of Office

Cllr Clifton nominated Cllr Fowler, seconded by Cllr Grimshaw. With a majority of votes, Cllr Fowler was elected to the position of Chair. He duly signed his declaration of office and took control of proceedings.

FC.24.002 To elect the Vice Chairman and receive Declaration of Acceptance of Office

Cllr Chandler nominated Cllr Fulcher, seconded by Cllr Temlett. With a majority of votes, Cllr Fulcher was elected to the position of Vice- Chair.

FC.24.003 To receive apologies for absence.

Apologies noted as above

FC.24.004 To receive any Declarations of Interest and requests for dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Cam Parish Council's Code of Conduct for Members and by the Localism Act 2011

None to note

FC.24.005 To receive any questions, statements or submissions from members of the public in attendance

None

FC.24.006 To approve the minutes of the Annual Parish Meeting held 3rd May 2023

With no amendments to note, the minutes were signed as a correct record.

FC.24.007 To consider co-option applications

1 co-option application has been received from Stewart Angell. With a majority of votes Stewart was welcomed to the table.

FC.24.008 To confirm adoption of the following policies of the Council:

a) **Standing Orders**

The Standing Orders were reviewed in April. Will no further changes, Council RESOLVED to accept the Standing Orders 2024.

b) **Financial Regulations**

The financial Regulations have been fully updated. Training will be given on these in due course. Council RESOLVED to accept the Financial Regulations 2024.

c) **Code of conduct**

Council RESOLVED to accept the Code of Conduct.

FC.24.009 To review committee structure, scheme of delegation, terms of reference and appoint members for:

a) **Planning and Highways**

Members for Planning and Highways were agreed as –
Cllr Fulcher, Morton, Andrewartha, Temlett, Grimshaw

Cllr Andrewartha was elected as Chair.
Cllr Grimshaw was elected as Vice-Chair

b) **Recreation and Leisure**

Members for Recreation and Leisure were agreed as –
Cllr Fulcher, Gough, Clifton, Chandler, Dormer, Andrewartha

In his absence Cllr Gough was elected as Chair
Cllr Fulcher was elected as Vice-Chair

c) **Finance, Policies & General Purpose**

Members for Finance, Policies and General purpose were agreed as –
Chairs and Vice Chairs plus Cllr Clifton and Cllr Angell

d) **Staffing Committee**

As per Finance, Policies and General purpose –
Chairs and Vice Chairs plus Cllr Clifton and Cllr Angell

FC.24.010 To review working parties, agree terms of reference and appoint members for:

- a) **Neighbourhood and Strategic Cil**
Cllr Fowler, Clifton, Andrewartha, Dormer, Angell
- b) **Events and Community Development**
Cllr Fulcher, Clifton, Chandler, Dormer, Temlett
- c) **Biodiversity and Environment**
Cllr Fulcher, Chandler, Andrewartha, Dormer, Grimshaw
- d) **Jubilee and Playground Development**
Cllr Fulcher, Clifton, Chandler, Dormer,

FC.24.011 To consider appointing representatives on the following outside bodies

- e) **Arthur Winterbotham Hall** – Cllr Morton
- f) **Woodfields Youth and Community Centre** – Cllr Clifton, Cllr Chandler
- g) **Dursley and District Community Centre** – Check they are still active
- h) **Cam and Dursley Youth Group** – Cllr Clifton, Chandler
- i) **Cam Institute Charity** - Cllr Morton, Clifton
- j) **Dursley United Charities** – Cllr Clifton
- k) **Patient Participation Group** - Cllr Fulcher
- l) **Stinchcombe Hill Recreation Ground Trust** – Cllr Fowler, Chandler
- m) **Joint Woodlands Management Committee** – Cllr Fulcher, Temlett
- n) **Dursley Environmental Land Group** – Cllr Fulcher
- o) **Dursley Welcomes Walkers** – Cllr Temlett – need to ensure they are still meeting
- p) **Gloucestershire County Council Charter Group** – No response as whether this is still active
- q) **Safer and Stronger Communities Partnership and other community safety groups** – Cllr Chandler
- r) **Cam & Dursley Transportation Group** – Cllr Chandler
- s) **Neighbourhood Development Plan Review Group** – Cllr Fulcher, Andrewartha, Dormer, Temlett, Grimshaw
- t) **Stroud District Tourism Group** – Cllr Chandler, check they are still active
- u) **Cam and Dursley cycleway** – Cllr Angell
- v) **Littlecombe Community Interest Group** – Cllr Angell

FC.24.012 To confirm the civic calendar for 2024/25

Council RESOLVED the new calendar which is much less intensive. Additional meetings may be called if required.

FC.24.013 To review list of Powers

Council is no longer eligible for the Power of General Competence due to not having enough elected Councillors. The only way to have an elected councillor is for 1 existing person to resign, that vacancy advertised, and the position filled through election.

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Until such a time this happens, the Council can only spend under the list of approved powers. Please bear this in mind when looking at projects or expenditure.

FC.24.014 To confirm the Council's banking arrangements and signatories

Council RESOLVED to keep the signatories on the Unity account as Cllr Fulcher, Morton, Clifton and Angell.

Signatories on the Melton account will remain as Cllr Andrewartha, Clifton with Cllr Fulcher to be added once the Clerk has access to make changes.

FC.24.015 To agree the list of regular payments for 2024/25

Council RESOLVED to approve the regular payment list with contracts to be reviewed as they come up for renewal.

FC.24.016 To receive details of any Deeds, Trust instruments, and other legal documents in the custody of the Council

Council RESOLVED to approve the list of Deeds, Trust instruments, and other legal documents in the custody of the Council.

FC.24.017 Review assets register and agree actions

Council RESOLVED to approve the assets register with a more detailed review in the coming months through FPGP.

FC.24.018 Review insurance requirements are adequate

Council RESOLVED to accept the insurance cover with a more detailed review on renewal.

FC.24.019 To confirm approval of draft year-end accounts for 2023/24 or agree actions

Council APPROVED the year end accounts ready for the external auditor.

FC.24.020 To receive and note Annual Internal Audit report

Council Received the Internal Audit report and noted the recommendation as follows.

It is evident that council generally has robust systems and processes in place. However, following the sickness absence of the Clerk starting in February, it was clear from the Minutes that council had not fully considered the implications of any prolonged absence of the Clerk/RFO. CPC should ensure that it follows its own Risk Management policy and provides training for staff members to make sure that the work of council can continue, in particular the RFO role. A secure system should be established for password management, so that staff members covering the role of absent colleagues can access software, etc. to ensure continuity of the work of council. A section should be incorporated into the Risk Management policy to cover the absence of the Clerk and what information needs to be available for staff covering the role.

In addition, I have summarised some pertinent discussions below -

- Job evaluation and review of duties. Deputy and Clerk's role should be interchangeable. Clerk has staff management responsibilities and has overall responsibility but day-to-day tasks including passwords, access and knowledge of processes should be on a par. Allotments should be managed by support staff member – not the Deputy - especially for a council this size and where there are

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additional staff. Clerk should not be inputting invoices. This should be the Deputy or support staff. Recommend a staff review as part of the ongoing transition

- IT. Scribe is not being used to its full potential. Sales invoices, budget forecasting, and purchase orders can all be done by the software making it 1 complete accounting system. Recommend training for key staff on scribe. All files to be saved to one drive not on the desktop. This is a major risk factor. Should that laptop die, all information on the desktop will go with it. Clerks' laptop has now been backed up by our IT support.
- Payments for services good, received to be paid on receipt unless there is an issue. Small independent or local suppliers especially, should not be left out of pocket. Full council to ratify payments at next meeting. Payments for additional services to be agreed with minute reference and commitments to large projects or events should be planned in advance.
- Good idea to have a less rigorous meeting schedule. This will allow more time to fully discuss and progress priorities through working parties. With only 10 cllrs, this also takes the pressure off as expectations will be higher for those remaining to participate.

FC.24.021 To complete and approve Section 1 of the Annual Governance and Accountability Return

Chair read out each statement in turn. Council RESOLVED to accept each statement.

FC.24.022 To complete and approve Section 2 of the Annual Governance and Accountability Return

Chair and Clerk completed section 2 of the AGAR. Council RESOLVED to accept the figures as shown with errors from 2022/2023 noted as RESTATED due to incorrect VAT recording.

FC.24.023 To agree dates of the period for the exercise of public rights

Dates set must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024.

Committee RESOLVED to set the dates from Monday 3 June – Friday 12 July 2024

FC.24.024 Any other business for referral only

With no further business to discuss, the Chair brought the meeting to a close at 19:12.