

Notice of Annual Meeting: Full Council
Time: 7.00pm
Date: 18th May 2022
Venue: Great Shelford Pavilion, Great Shelford Recreation
Ground, Woollards Lane, Great Shelford, CB22 5LZ

To All Members of Great Shelford Parish Council

You are hereby summoned to attend the Annual Council Meeting of Great Shelford Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

The meeting is open to members of the public (including the press), but is not a public meeting.

Quorum: 5 Members: 13 Vacancies: 2

Libby White

Mrs Libby White BEM FdA FSLCC – Clerk/Proper Officer, 11th May 2022

AGENDA

22-66. Election of Chairman

To elect the Chairman for 2022/23. The elected Chairman will then execute the Declaration of Acceptance of Office.

22-67. Election of Vice-Chairman

To elect the Vice-Chairman for 2022/23. The elected Vice-Chairman will then execute the Declaration of Acceptance of Office.

22-68. Execution of Declaration of Acceptance of Office forms for all Councillors.

22-69. Apologies for Absence

22-70. Councillors' Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

22-71. Public Participation Session (10 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

22-72. Approval of Minutes

- a) To approve the minutes from the Full Council Meetings held 20th April 2022.
- b) Matters arising including Clerk's Report (for information only)

22-73. Reports from County & District Council Members

22-74. Review of Committees and Working Groups

- a) To review, consider and approve the setup of Committees and Working Groups and delegations to committees (SO5j v and SO5j vii)
- b) To review and approve Terms of Reference for Committees and Working Groups (SO5j vi)

22-75. Review and Adoption of Statutory Documents, Appointments and Policies

- a) To review, approve and adopt updated Standing Orders (SO5j ix)
- b) To review, approve and adopt updated Financial Regulations (SO5j ix)

- c) To consider the adopting the Local Government Association Model Code of Conduct in line with South Cambridgeshire District Council.
- d) Review of representation on other bodies and process for reporting back (SO5j xi).
- e) To review and approve councillors as bank signatories for the council's bank accounts (FR6.4).
- f) To review and approve Councillors appointed to authorise BACS payments from the Council's online current account (FR6.9)
- g) To review and approve current Direct Debit payments (FR6.7).
- h) To consider and appoint the Internal Auditor for 2022/23 (FR2.5)
- i) To confirm the Council's eligibility to use the General Power of Competence (SO5j xii)
- j) Review of inventory of land and other assets including buildings and office equipment (SO5j xiii)
- k) To complete consent forms for the summons to meetings to be transmitted in electronic format (SO15b i)
- l) To agree dates for full council meetings and committee meetings up to and including the next annual meeting of the Council (SO5j xxi)
- m) Insurance policy renewal in respect of all insurable risks (FR15)
- n) Risk Management Policy (FR17)
- o) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv)
- p) Review of the Council's Complaints Procedure (SO5j xvi)
- q) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (SO5j xvii)
- r) Review of the Council's policy for dealing with the press/media (SO5j xviii)
- s) Review of the Council's employment policies and procedures (SO5j xix)
- t) Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the General Power of Competence (SO5j xx)

22-76. Reports from Committees and Working Groups

- a) To receive and note the reports from Committees and Working Groups (any decisions to be made are listed separately on the agenda).

22-77. Council Administration Matters

- a) To consider publication of an Annual Report to be delivered to all dwellings in Great Shelford.
- b) To consider the report from the Internal Auditor for 2021/22.
- c) To note any progress made on actions listed in the Business Plan.

22-78. Community Matters

- a) To consider the request from the WI to replace the clock on the front of the Memorial Hall.
- b) To receive an update on the plans to celebrate the Platinum Jubilee in June.

22-79. Finance Matters

- a) To consider the financial situation of the council and approve Bank Reconciliations as at 30th April 22.
- b) To receive and approve invoices for payment as listed at the end of the agenda.
- c) To consider and approve the transfer of funds from the Unity Current account to both the Cambridge Building Society and the CCLA Deposit Fund.
- d) To review and approve Section 1 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
- e) To review and approve Section 2 'Accounting Statements 2021/22' of the Annual Governance and Accountability Return.
- f) To consider the purchase of software to accurately map and hold data for both the cemetery and the two allotment sites.

22-80. Matters for Future Consideration

22-81. Date of next Meeting: 15th June 2022

Any business to be considered by Great Shelford Parish Council must be delivered to the Clerk for inclusion on the agenda at least 7 working days prior to the meeting.

Appendix 1 – Item 79b) 18th May 2022

Date	Invoice No.	Supplier	Invoice Detail	Net	VAT	Gross
22-Apr-22	74483	Altone Limited	NP Questionnaires	56.00	11.20	67.20
30-Apr-22	10119	An Extra Pair of Hands	Gardening - Apr 22	300.00	0.00	300.00
03-May-22	AUB10089	Aubergine 262	Annual Domain Hosting	100.00	20.00	120.00
14-Apr-22	75244	Barnwell Electrical Co Ltd	3Phase Meter Scout Hut	495.00	99.00	594.00
03-May-22	2846759	British Gas Lite	Pavilion Gas	29.07	1.45	30.52
27-Apr-22	1336	Brookfield Groundcare	Maintenance Contract Apr 22	917.50	183.50	1,101.00
17-Apr-22	MO02 XZ	BT	broadband	67.17	13.43	80.60
29-Apr-22	SI-7065	CL Travel	Shopping Trip	240.00	0.00	240.00
21-Apr-22	10705	Create Signs	Rec Ground Signp	270.00	54.00	324.00
31-Mar-22	77005020	Dardan Security	March Patrols	387.17	77.43	464.60
30-Apr-22	77005628	Dardan Security	April Patrols	387.17	77.43	464.60
26-Apr-22	18941028234	Dyno (DT Steward Services Ltd)	Drain cleaning & CCTV	1,450.00	290.00	1,740.00
06-May-22	1725	Cambridge Garden Machinery	Servicing Hitachi Brush Cutter	75.81	15.16	90.97
26-Apr-22	PF-QPJ0138	Gifts 2 Impress Ltd	Jubilee Commemorative Coins	797.40	159.48	956.88
08-Apr-22	INV-1136	Human Capital Department	Contract Review (Clerical)	57.50	11.50	69.00
31-Mar-22	6262	Intermodal Transportation	Traffic Consultancy	576.00	115.20	691.20
23-May-22	16126	Microshade VSM	New Users & Monthly IT Costs	196.98	39.40	236.38
03-May-22	3493785719	NALC	Climate Change Webinar	32.44	6.49	38.93
10-May-22	IN03520775	nPower	Streetlights MPAN--0035	63.65	3.18	66.83
12-Apr-22	SUK1164	Samskara	Plans for Planning Application	1,330.00	0.00	1,330.00
10-May-22	SUK1165	Samskara	Various work for projects	315.00	0.00	315.00
06-May-22	80054176	SCDC	Dog Bin Emptying 2022/23	156.00	31.20	187.20
28-Apr-22	ADQ1310085628	Three	Ranger Mobile	4.17	0.83	5.00
26-Apr-22	INV-0454	TMO Traffic Highways Ltd	Traffic Management Jubilee	725.00	145.00	870.00
01-Mar-21	INV-1692	VHS Cleaning	Twice Weekly fogging Mar 21	452.00	90.40	542.40
01-Apr-21	INV-1697	VHS Cleaning	Twice Weekly fogging Apr 21	452.00	90.40	542.40
01-Jul-21	INV-1852	VHS Cleaning	Twice weekly fogging May 21	474.60	94.92	569.52
01-May-22	INV-2617	VHS Cleaning	Monthly Cleaning Pavilion	501.17	100.23	601.40
26-Apr-22	422	Virgin Media	Wifi Scout Hut	41.75	8.35	50.10
			PWLB Repayment	3,582.33	0.00	3,582.33
				14,532.88	1,739.18	16,272.06