

Notice of Annual Meeting: Full Council  
Time: 7.00pm  
Date: 17<sup>th</sup> May 2023  
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 BA(Hons) FSLCC – Clerk/Proper Officer, 10<sup>th</sup> May 2023

## **AGENDA**

### **23-57. Election of Chairman**

To elect the Chairman for 2023/24. The elected Chairman will then execute the Declaration of Acceptance of Office.

### **23-58. Election of Vice-Chairmen**

To elect the Vice-Chairmen for 2023/24. The elected Vice-Chairmen will then execute their Declaration of Acceptance of Office.

### **23-59. Apologies for Absence**

### **23-60. 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

### **23-61. 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.

### **23-62. Approval of Minutes**

- a) To approve the minutes from the Full Council Meetings held 19<sup>th</sup> April 2023.
- b) Matters arising including Clerk's Report (for information only)

### **23-63. Reports from County & District Council Members**

### **23-64. 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)

### **23-65. 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) Review of representation on other bodies and process for reporting back (SO5j xi).
- d) To review and approve councillors as bank signatories for the council's bank accounts (FR6.4).
- e) To review and approve Councillors appointed to authorise BACS payments from the Council's online current account (FR6.9)
- f) To review and approve current Direct Debit payments (FR6.7).
- g) To consider and appoint the Internal Auditor for 2023/24 (FR2.5)
- h) To confirm the Council's eligibility to use the General Power of Competence (SO5j xii)
- i) Review of inventory of land and other assets including buildings and office equipment (SO5j xiii)
- j) To agree dates for full council meetings and committee meetings up to and including the next annual meeting of the Council (SO5j xxi)
- k) Insurance policy renewal in respect of all insurable risks (FR15)
- l) Risk Management Policy (FR17)
- m) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv)
- n) Review of the Council's Complaints Procedure (SO5j xvi)
- o) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (SO5j xvii)
- p) Review of the Council's policy for dealing with the press/media (SO5j xviii)
- q) Review of the Council's employment policies and procedures (SO5j xix)
- r) Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the General Power of Competence (SO5j xx)

#### **23-66. 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).
- b) **Neighbourhood Plan:** to receive an update on the progress of the Neighbourhood Plan project.
- c) **BWtB:** to receive an update on work being undertaken by the Better Ways than Busways campaign group.

#### **23-67. Highways Matters**

- a) **[Standing Item]:** To receive an update on the work being carried out by Intermodal.
- b) **[Standing Item]:** To receive an update on the work being carried out by the Traffic and Transport Infrastructure Working Group.

#### **23-68. Council Administration Matters**

- a) To approve signing the revised SSYI Lease following their incorporation as a CIO.
- b) To consider which local charities will become beneficiaries of money raised during council activities in 2023/24.
- c) **[Standing Item]:** To note any progress made on actions listed in the Business Plan.

#### **23-69. Community Matters**

- a) To consider becoming a supporter of *'Cambridgeshire & Peterborough Against Scams Partnership'*.

#### **23-70. Finance Matters**

- a) To consider the grant request from SSYI for 2023.
- b) To consider and approve monthly accounts including back reconciliations and payments made.
- c) To approve the transfer of funds from the Unity Current account to the CCLA Deposit Fund.
- d) To consider any movement of unspent money to Earmarked Reserves.
- e) To review and approve Section 1 'Annual Governance Statement 2022/23' of the Annual Governance and Accountability Return.
- f) To review and approve Section 2 'Accounting Statements 2022/23' of the Annual Governance and Accountability Return.
- g) To note the dates set for the period of the Exercise of Public Rights.

**23-71. Motion to Exclude**

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**23-72. Employment Matters****23-73. Motion to Re-Admit**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

**23-74. Matters for Future Consideration****23-75. Date of next Meeting: 15<sup>th</sup> June 2023**

*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.*