

Gerrards Cross Town Council

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Clerk Jiya H Jilani

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To Councillors: Cllr Wood (Chairman), Cllr Keeffe (Deputy Chairman), Cllr Bracken, Cllr Barnett, Cllr Chhokar, Cllr Da Costa, Cllr Davey, Cllr Greenfield, Cllr Stuart-Lee, Cllr Roberts, Cllr Peck, Cllr Holborn

You are hereby summoned to

Full Council meeting to be held at the Memorial Centre (Garden Room) on Monday 27th June 2022 at 7.00 pm for the purpose of transacting the following business.

Agenda

1. **To accept apologies for absence.**
2. **Declarations of Interest are requested at the beginning of each item.**
3. **Public Speaking from residents regarding matters relevant to the meeting's agenda with time allowed 5 minutes per person.**
4. **To approve the Minutes from the Full Council meeting on 23rd May 2022.**
5. **Agreement for Cllr Wood to have delegated power for Picnic in the Park 2023**
6. **Cllr Wood proposes to discuss and resolve the issue of GXTC website provider to meet the WCAG requirements.**
7. **Cllr Wood proposes a review of policies and procedures. Draft policies have been produced by The Clerk and shared with the Councillors. Council is to resolve the following approach to finalise the policies.**
 - a. Policy to be adopted at this meeting
 - Code of Conduct
 - b. Policies to be reviewed by a new Standing Orders Group to be setup. This group will then report back to the Full Council for approval.
 - Standing Orders
 - Terms of reference for committees
 - Working party standing orders

Councillors are invited to volunteer to serve on this working group.

- c. Policy documents referred to Staffing Committee for finalisation prior to submission to Full Council for approval
 - Appraisal policy
 - Disciplinary procedures
 - Dignity at work policy

- Grievance Procedure
- d. Policies to be reviewed by a new Policy Review action group. This group will then report back to Full Council for approval. Future reviews of these policies will be to the FG&P
- Complaints Policy & Procedure
 - Freedom of information policy
 - GDPR policy

Councillors are invited to volunteer to serve in this working group.

- e. Document to be reviewed at a meeting of the next FG&P meeting prior to finalisation and presentation to Full Council
- Asset Management Policy
 - Financial regulations
 - Grants and Donations Policy
 - Investment strategy

Councillors are asked to circulate their comments and recommendations to all councillors and the Clerk.

8. Confirmation of the next Picnic in the Park event on 1st July 2023

9. Appointment of Reconfirmation of Agreed Participants

- Commons: Minimum of 7 councillors.
- Highways: Minimum 7 Councillors.
- Communities: Minimum of 5 councillors
- Staffing: Minimum of 4 councillors
- Planning: All Councillors
- Finance & General Purposes: All Councillors

10. Election of Chairman and appointment of Vice-Chairman

- Staffing Committee
- Highways Committee
- Commons Committee

11. Report from Buckinghamshire Councillors

12. Update and planning of the office refurbishment(Cllr Da Costa, Cllr Peck and The Clerk)

13. F&GP update and action items for decision by Council

- (a) Bank account update
- (b) Petty cash update
- (c) To note the 8 March report of the internal auditor including comments and action plans
- (d) To note the timetable for FG&P for this year
- (e) To form an action group to complete a review of the financial policies and procedures which will report to full council or FG&P committee
- (f) Cllr Woods proposes to transfer funds from NatWest to Unity Trust leaving a balance of £40k in the existing bank account.
- (g) Approval of Annual Governance Accountability Return 2021/22 to be signed by the Chair and Deputy Chair of GXTC.

14. **Communications Working Party Updates** Voice-Planning and any articles for the next edition.
15. **To note information received in the correspondence at the Council office.**
16. **The next Council Meeting of GXTC will be held on the 25th of July 2022.**