



UP HATHERLEY PARISH COUNCIL

Cheltenham, Gloucestershire

10th May 2026

Dear Councillor,

The next meeting of the above Council is scheduled to take place at the **Village Hall, Cold Pool Lane**, on **Tuesday 19th May 2026**, commencing at **7.30pm** for the purpose of transacting the business listed below. You are hereby summoned to attend.

Yours sincerely,

Kathryn Oakey
Clerk

AGENDA

Members of the public are welcome to address the Council in the public session before the start of the main parish council meeting for a maximum period of 15 minutes in accordance with SO 3f. Questions not notified prior to the meeting may require a written response.

	Agenda Item	Timings	Lead
1.	i. Welcome ii. Apologies for absence:	7.30	Chair
2.	i. Co-options, proposed, J Furley, Y Doane, M Ede ii. Acceptance of Office Forms iii. Declaration of Members' Interests, including paperwork		Chair
3.	<u>Annual General Meeting</u> i. Election of Chair ii. Election of Vice Chair iii. Confirmation of appointment of Internal Auditor iv. Agreement of programme of meetings for the year v. Working Group Structure		
4.	<u>Full Council Meeting</u> Minutes of the last Full Council Meeting held 3rd March 2026 and Annual Parish Meeting held 14 th April 2026		
5.	Planning and Finance 1. Action Tracker 2. Planning Tracker 3. Finance / Governance i. Internal Audit Report 2025/26 ii. Risk Management and Internal Controls iii. Annual Governance Statement 2025/26	7.50 7.55 8.10	Cllr A. Bamford



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	<ul style="list-style-type: none"> iv. 2025/26 Outturn and Bank Reconciliation v. 2025/26 Annual Accounts vi. Exercise of Public Rights Announcement vii. Asset Register and Condition Review viii. Income, Payments List, Direct Debits and SO's ix. Annual Adoption of Standing Orders x. Annual Adoption of Financial Regs xi. Code of Conduct Review xii. Great Western Air Ambulance Charity Grant Application xiii. Scribe Accounts and hall booking system paper <p>4. Policy Update</p> <ul style="list-style-type: none"> i. Following review, the following policies are for adoption: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> <ul style="list-style-type: none"> 2 Code of Conduct 3 Complaints Policy 5 Equality & Diversity 6 Financial Regulations 7 Health & Safety Policy 8 IT Policy 9 Publication Scheme (FOI) 11 Standing Orders </td> <td style="width: 50%; padding: 2px;"> <ul style="list-style-type: none"> 12 Climate and Environmental Policy 13 Document Retention Policy 14 Expenses Policy 22 Fire Risk Assessment 23 HR – Contract of Employment 24 CCTV Policy </td> </tr> </table>	<ul style="list-style-type: none"> 2 Code of Conduct 3 Complaints Policy 5 Equality & Diversity 6 Financial Regulations 7 Health & Safety Policy 8 IT Policy 9 Publication Scheme (FOI) 11 Standing Orders 	<ul style="list-style-type: none"> 12 Climate and Environmental Policy 13 Document Retention Policy 14 Expenses Policy 22 Fire Risk Assessment 23 HR – Contract of Employment 24 CCTV Policy 		
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6.	Community Engagement 1. Report	8.25	Cllr N. Holden		
7.	Footpaths and Open Spaces 1. Report 2. Bench Caernarvon Park	8.35	Cllr D. Willcox		
8.	Police and Community Safety 1. Crime Report	8.50	TBC		
9.	Highways and Transportation 1. Report	8.55	Cllr A. Bamford		
10.	Village Hall 1. Report	9.05	Cllr S. Gutteridge		
11.	Communications 1. Report 2. Parish Record	9.15	Cllr J Furley Cllr Worsley		
12.	Date of next meeting • Parish Council Meeting 7 th July 2026	9.25			