



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
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Chairman: Councillor Arthur Hacking
Parish Clerk: Liz Greaves
RFO: Alicia Fox
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**All Council meetings are open to the
public and press**

TO: All Members of the Council

4th June 2019

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** at St Andrew's Room, The Old School Rooms, Station Road, Congresbury, on **Monday 10th June 2019** at **7.30 pm**. The meeting will consider the items set out below.

At the start of the meeting there will be a public participation session to enable the people of Congresbury to address the Council on any issue, subject to time available. Each speaker will be limited to a period of up to five minutes with a maximum total time of 15 minutes.

Liz Greaves
Parish Clerk

Emergency Evacuation Procedure for the Old School Rooms

A G E N D A

Public Participation

This section may also include the following:

District Councillor's Report: Cllr Stuart Treadaway (North Somerset Council) may provide a short report on NSC matters affecting Congresbury.

Police Report: All crime statistics are now available on-line at <https://www.police.uk/avon-and-somerset/AN007/crime/>.

GENERAL BUSINESS

19028 Apologies for absence

19029 Declarations of Interest and to consider any written applications for dispensations

Members to declare any interests, including disclosable pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations.

19030 Exclusion of the press and public

To agree any items to be dealt with after the public, including the press, have been excluded.

19031 Approval of minutes

- a. Full Parish Council - 13th May 2019
- b. Planning Committee - 20th May 2019

19032 Election of Vice-Chairman of the Council for 2019/20

The Council may appoint a vice-chairman to hold office until the next annual meeting of the Parish Council.

19033 Co-option

Members to consider any co-option requests.

19034 Delivery of acceptance of Councillors acceptance of office forms

Members to sign Acceptance of Office forms including for any Councillors that were unable to attend the first meeting in May.

19035 To review the appointment of Members to existing Committees

- a) To appoint a Chair of the Finance Committee
- b) Review and add/amend members to existing Committees if required

- c) Review and add/amend the appointments to Trusts and external organisations

19036

New Village Hall/Community Building Survey Results

- a) Members to consider the results from the parish survey with regard to the Parish Council applying for a Public Works Loan as part of the funding towards the cost of building the new village hall / community centre. The Public Works Loan Board lends Government funds to Parish Councils at low interest rates, with the council making the repayments. This would require an increase in each household's council tax so Congresbury residents were asked whether they would support the loan and small increase in council tax repayments in order to part fund the village hall. Members to agree any action to be taken.
- b) Members to consider the formal request for a joint working party with regard to the Council's medium to long term strategy for existing community buildings.

19037

Neighbourhood Development Plan

Members to note the Examiner's report and the response from the Steering Group.

19038

Councillor Training

Members to consider whether they wish to attend either of the courses detailed and provide information of any other courses that they believe would be beneficial.

19039

Email addresses

Members to agree to them having separate Parish Council email addresses to comply with the GDPR at a cost of £18 per account per year +VAT. A separate email address is also required for the RFO.

19040

Millennium Green Trust

Members to agree;

- a) A date for the next Millennium Green Trust meeting to identify key officers.
- b) The report from the RFO with regard to the trust finances
- c) Signatories for the bank account
- d) A request for the paddock to be rented over the winter months

FINANCE

19041

Approval of Accounts 2018/19

Members to approve the Accounts for the year 2018/19 and to;

- a) Approve section 1 the Governance Statement of the annual return and

b) Approve section 2 the Accounting Statements of the Annual Return
These to be signed by the RFO/Clerk and Chair of Council prior to being sent to the external auditors.

19042 Internal Audit Report

Members to note the end of year internal Audit report and agree any actions required to comply with recommendations.

19043 Budget 2019/20

- a) Members to accept the Report on the budget performance year to date for 2019/20.
- b) Members to agree to the virement with regard to the Community Library.

19044 Payment schedule

Members to consider and accept the schedule of payments made and schedule of receipts.

19045 Bank Signatories

Members to note that Diana Hassan has been removed as a signatory from the from the Unity Bank account. Members to agree that Cllr Greaves is added as a signatory and the forms signed.

19046 Hannah Marshman Trust

Members to note that Trust requires effective controls and consider how these can and should be implemented.

19047 Community Café Grant

Members to note the report from the New Village Hall Trust with regard to the grant awarded in 2018/19.

19048 Strawberry Line Grant

Members to consider the grant request towards the maintenance of the Strawberry Line.

19049 Tree Survey

Members to consider the quote with regard to a tree survey of the Churchyard and Burial Ground.