



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
BS49 5DX

Tel: 01934 838802

Chairman: Cllr Jane Clarke
Parish Clerk: Nicky Andrews
RFO: Gemma Palmer
Administrator: Catrin Lewis

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**All Council meetings are open to the
public and press**

TO: All Members of the Council

6th June 2023

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 12th June 2023 at 7.30pm**. 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.

Emergency Evacuation Procedure for the Old School Rooms is the car park entrance

Nicky Andrews

Nicky Andrews
Parish Clerk

A G E N D A

1. Public Participation

This section may also include the following:

District Councillor's Report: Cllr Dan Thomas (North Somerset Council)

Police Report: All crime statistics are now available on-line at:

<https://www.police.uk/pu/your-area/avon-somerset-constabulary/yeo-vale/>

2. Apologies for absence

To receive any apologies for absence and to approve the reasons given.

3. 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.

4. Election of Vice Chairman 2023/2024

To elect a Vice Chairman for the year 2023/2024.

(Upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that office).

5. Co-option

Members to consider any co-option requests

6. Approval of minutes

To approve and sign the minutes of the **Full Council Meeting** of 31st May 2023 and **Finance Meeting** on 3rd May 2023

7. Clerks Report

To receive the clerks report summarising activities of the Parish Office

8. External Auditor BDO LLP – Declaration of Interest

Members to declare any interests

9. Internal Audit Report following internal auditors visit on 21st February 2023 and 30th May 2023 and quote for audits during 2023/24

Members to note the reports for 2022/23 and consider quote for internal audits in 2023/24.

10. Annual Return 2022/2023 – Annual Governance Statement

To approve the annual governance statement (Section 1 on the Annual Return)

11. Annual Return 2022/2023 – Accounting Statements

To approve the accounting statements (Section 2 on the annual return).

12. **To consider a date to increase the fees for the Old School Rooms and Burial Ground agreed in the Finance Meeting Minutes of 7th December 2022.**
13. **Budget 2023/24**
To review amended 2023/24 budget
14. **Locum RFO support to complete outstanding historical matters**
15. **Gas and Electricity contracts**
Members to note new Gas and Electricity supplier agreed in June 2021.
16. **Hannah Marshman Charity**
To receive a report from the charity
17. **National Grid Community Grant**
To grant permission to the Clerk to apply for a grant on behalf of the Parish Council
18. **To discuss asking North Somerset Council to fund a footway from 12 Wrington Road to A370 under the Integrated Transport Programme**
19. **To receive feedback on Broad Street Parking**
20. **Co-Option Policy – To consider draft policy**
21. **Review of the delegation arrangements and terms of references for existing committees**
 - a. Planning Committee
 - b. Staffing and Administrative Committee
22. **Exclusion of Press and Public**
Recommended – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.
23. **Pads for defibrillators**
To approve purchase of three sets of pads
24. **Dog Bin**
To purchase a new dog bin for the junction of Silverstone Way and Stonewell Lane

