



## Congresbury Parish Council

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

Tel: 01934 838802

Chair: 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**

**4<sup>th</sup> June 2024**

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 10<sup>th</sup> June 2024** 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

## AGENDA

- 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/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. Approval of minutes**  
To approve and sign the minutes of the **Full Council Meeting** of 13th May 2024
- 5. Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.**
- 6. Clerks Report**  
To receive the clerks, report summarising activities of the Parish Office
- 7. To approve risk assessment summary 2023/2024**
- 8. To consider letting any vacant allotments to non-Congresbury residents**
- 9. Councillors to note pre notification of appeal - Land North of Mulberry Road, Congresbury, BS49 5HD – 22/P/0459/OUT and if the appeal goes ahead, is the Parish Council agreeable for CRAG to attend meetings with NSC.**
- 10. Update on burial ground inspection.**
- 11. External Auditor BDO LLP – Declaration of Interest**  
Members to declare any interests.
- 12. Internal Audit Report following internal auditors visit on 17<sup>th</sup> May 2024 and quote for audits during 2024/25**  
Members to note the reports for 2023/24 and consider quote for internal audits in 2024/25.
- 13. Annual Return 2023/2024 – Annual Governance Statement**  
To approve the annual governance statement (Section 1 on the Annual Return)

**14. Annual Return 2023/2024 – Accounting Statements**

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

**15 Finances**

For members to note the finances for month 1 (April 2024) Clerk and Chair/Vice Chair to sign and initial pages.

- a. Bank reconciliations
- b. Payments & Receipts
- c. Expenditure against budget

**16. 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.

**17. To decide whether to continue the subscription to SW Councils**

**18. To review litter and dog bin collection, how many and frequency**

**19. To consider quotation to reset time on public toilet door closer.**

**20. To discuss electricity contract renewal for the library**