



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

www.congresbury-pc.gov.uk
Email: clerk@congresbury-pc.gov.uk
Email: finance@congresbury-pc.gov.uk
Email: admin@congresbury-pc.gov.uk

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

TO: All Members of the Council

4th February 2025

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 10th February 2025 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.

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 January 2025

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 review and adopt revised allotment tenancy rules to allow ponds on the allotments.

8. Welcome Festival Update.

9. Annual Parish meeting date

To decide on a date for the Annual Parish meeting, which must be held between 1st March and 1st June.

10. To approve risk assessment summary 2023/2024

11. To review and adopt:

a) Whistle Blowing Policy

b) Health and Safety Policy

12. Internal Audit Report following internal auditors visit on 31st January 2025.

Members to note the report for 2024/25 and consider the recommendations.

13. To authorise payment schedule for February 2025

14. Finances

For members to note the finances for month 10 (January 2025) Clerk and Chair/Vice Chair to sign and initial pages.

a. Bank reconciliations

b. Payments & Receipts

c. Expenditure against budget

- 15. 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.
- 16 Considerations of additional Bank Account(s)**
Finance Committee to provide update of action taken, following the 3rd February 2025 meeting.