



## 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**

**11<sup>th</sup> March 2025**

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Old School Rooms, Station Road, Congresbury, BS49 5DX on **Monday 17<sup>th</sup> March 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 10<sup>th</sup> February 2025 and the Finance minutes of the 3<sup>rd</sup> February 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. Welcome Festival Update.**
- 8. Congresbury Community Library.**
  - a)** To review minutes of meeting between library management group and Congresbury Parish Council on Wednesday 12<sup>th</sup> March 2025.
  - b)** To review previous resolution of 12<sup>th</sup> August 2024 minute reference 24049.
  - c)** To review previous resolution of 15<sup>th</sup> July 2024 minute reference 24036 regarding OSR room hire rate for the library.
  - d)** To review previous resolution of 8<sup>th</sup> October 2018 minute reference 18093.
- 9 Considerations of additional bank account(s)**  
RFO to provide update of action taken following the February 2025 Finance Meeting
- 10 To consider precinct car park changes.**
- 11 To review and adopt:**
  - a) Flexible Working Policy**
  - b) LGPS 2013 employer discretions**
- 12. To authorise payment schedule for March 2025**

**13. Finances**

For members to note the finances for month 11 (February 2025) Clerk and Chair/Vice Chair to sign and initial pages.

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

**14. 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.

**15. Parish Office Photocopier**

To discuss replacing photocopier.