



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
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Tel: 01934 838802

Chair: 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 May 2025

Dear Councillor,

You are summoned to the Annual Meeting of **Congresbury Parish Council** at St Andrew's Room, Old School Rooms, Station Road, Congresbury, on **Monday 12th May 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

AGENDA

1. Election of the Chair 2025/2026

To elect the Chair for the year 2025/2026 and to receive the Chair's Declaration of Acceptance of Office.

2. Election of the Vice Chair 2025/2026

To elect the Vice Chair for the year 2025/2026 and to receive the Vice Chair's Declaration of Acceptance of Office.

3. Apologies for absence

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

4. 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.

5. 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/>

6. Approval of minutes

To confirm and sign the minutes of the meetings of the Full Council meeting held on 14th April 2025

7. Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.

8. Clerks Report

To receive the clerks report summarising activities of the Parish Office

9. Appointment to Committees

To approve the appointment of members to committees.

Note that the appointment of the Chairs to these committees will be done at the first meeting of the committee.

Planning Committee

Finance Committee

Staffing and Administrative Committee

10. Appointment to outside bodies and group

Cadbury Hill Joint Management Committee

Congresbury Community Library

King George V Playing Fields Trustees

Hannah Marshman Trust

Congresbury Youth Partnership
Strawberry Line Management Committee
Bristol Airport Consultative Committee
Parish Council Airport Association
Congresbury Allotments Association

11. Membership of organisations

Members to review the Council's membership of the following organisations: -

- a. Society of Local Council Clerks
- b. Avon Local Councils Association/National Association of Local Councils
- c. Institute of Cemetery and Crematorium Management
- d. Information Commissioner's Office
- e. Parish Councils Airport Association

12. To review and adopt:

- a) Standing Orders**
- b) Financial Regulations**
- c) Disciplinary Policy**

13. Meeting dates

To agree the 2025/2026 schedule of meeting dates for Congresbury Parish Council.

14. Members to review the fixed asset register 2024-2025

15. To authorise payment schedule for May 2025

16. Finances

For members to note the finances for month 12 (March 2025) Clerk and Chair/Vice Chair to sign and initial pages.

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

17. To discuss maintenance of Church Drive and Car Park

18. 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.

19. To discuss email from Congresbury resident.

20. Date of the next meeting – 16th June 2025