



Congresbury Parish Council

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

Tel: 01934 838802

Chairman: 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

7th May 2024

Dear Councillor,

You are summoned to a Full Council Meeting of **Congresbury Parish Council** at St Andrew's Room, Old School Rooms, Station Road, Congresbury, on **Monday 13th May 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. Election of the Chair 2024/2025**
To elect the Chair for the year 2024/2025 and to receive the Chair's Declaration of Acceptance of Office.
- 2. Election of the Vice Chair 2024/2025**
To elect the Vice Chair for the year 2024/2025 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/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 29th April 2024 and Finance Meeting of 24th April 2024.
- 7. Clerks Report**
To receive the clerks report summarising activities of the Parish Office
- 8. 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
- 9. 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

10. Membership of organisations

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

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

11. Meeting dates

To agree the 2024/2025 schedule of meeting dates for Congresbury Parish Council.

12. Members to review the fixed asset register

13. Date of the next meeting

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. To continue discussing quotations received for the replacement of the Old School Room windows and doors.

16. To discuss telephone and broadband contract following change over to digital line.

17. To agree to purchase bags of compost for village planters.