



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
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Chairman: Councillor 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

20th October 2026

Dear Councillor,

You are summoned to a meeting of the **Staffing and Administration Committee of Congresbury Parish Council** at the St Andrew's Room, the Old School Rooms, Station Road, Congresbury, BS49 5DX on **Monday 26th October 2026 at 7.00pm**. The meeting will consider the items set out below.

At the start of the meeting there will be a public participation session to enable residents of Congresbury to address the Council on any matter.

Each speaker may speak for up to **5 minutes**

The total session will be limited to **15 minutes**, although this may be extended at the Chair's discretion.

Public participation is not part of the formal business of the meeting. The Council is therefore unable to debate or make decisions on matters raised that are not included on the published agenda.

The Chair may allow brief factual responses or clarification where appropriate. More detailed matters may be referred to the Clerk for follow-up or considered at a future meeting.

Dear Councillor,

Nicky Andrews

Parish Clerk

Emergency Evacuation Procedure for the Old School Rooms is the car park entrance

AGENDA

1. **Election of Chair**
To elect a Chair 2026/2027
2. **Public Participation**
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. **Minutes of the previous meeting**
To confirm and sign the minutes of the meeting of the Staffing and Administration Committee meeting held on 25th September 2023.
6. **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.
7. **To discuss office bereavement leave**
8. **To discuss aligning the contracts of the three staff members.**