

Siston Parish Council

Annual Parish Meeting

16th May 2019

To All Members

The Annual Parish meeting of the Parish Council on Thursday 16th May, 2019 will be held at the Warmley Community Centre, Wakeford Lounge, starting at 7.30pm. You are hereby summoned to attend.

The Agenda is as follows:

7.30 pm

1. To elect a Chair of the Council for the year 2019/2020.
2. To receive Declaration of Acceptance of Office as Chair and as Councillor.
3. To elect a Vice-Chair for the year 2019/2020.
4. To receive Declaration of Acceptance of Office as Vice Chair and as Councillor.
5. To receive all elected member's Declarations of Acceptance of Office.
6. Apologies for absence
7. Clerk to inform that Register of Member Interest forms should be completed by all members and must be returned electronically to the Clerk within 28 days of today's date.
8. To receive Declarations of Interests. Members who consider that they have an interest to declare are asked to: a) State the item number in which they have an interest, b) The nature of the interest, c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest. Any Member who is unsure about the above should seek advice prior to the meeting in order to expedite matters at the meeting itself.

7.45 pm

9. Members to review the results of the 2nd May election for the Warmley ward and the need to advertise to fill the four vacancies in the Commons and Rural wards. As council will not have the full complement of members the appointment of Committee members (Finance (3), Planning (3) and Allotment (3)) and the appointment of representatives to external Committees to be deferred to a later date.

8.00 pm

10. To review Council's Code of Conduct (attached).

11. To review Standing Orders (attached).

12. To review Council's Financial Regulations (attached).

(NB Allotment Risk Assessment and Health and Safety Schedule to be reviewed at a later date)

8.15 pm

13. Minutes To receive and confirm as a correct record the minutes of the proceedings of the Council meeting held on 18th April, 2019.

14. Matters Arising - for information only.

- a. Response from South Glos Council following a complaint made following the concerns raised by a resident about the state of the pond in Warmley Forest Park.
- b. War Memorial electricity supply – update following Clerks' meeting with electrician and energy Officers from South Glos Council.

8.25 pm

15. Correspondence Council to review and determine how to proceed with following pertinent communication received since last meeting:

- a. Resident – queries regarding council's 2019/20 budget – members to determine how best to respond
- b. Highways, SGC – notification of temporary road closures Tower Lane roundabout and Wraxall Road
- c. Ex-councillor – to extend thanks for the kind card and letter received following resignation.
- d. SGC – Siston Waiting Restriction Review Phase 3 consultation – Warmley Nursery Project. Deadline 28th May, 2019.
- e. Warmley Rangers FC – request to repeat the loan of the PA system to cover a football tournament 28th – 30th June, 2019 plus arrangements for collection/return of equipment.

8.35 pm

16. Planning Applications To receive a report on any new Planning Applications.

17. Planning Decisions To receive details of any Planning Decisions Notified.

8.45 pm

18. Finance

- a. Members to receive and review 2018/19 yearend accounts following Internal Audit.
- b. Members to receive Letter of Assurance from Internal Auditor.
- c. Members to review and consider response to Annual Governance Statement 2018/19 as required by the External Auditor.
- d. Members to receive and approve Accounting Statements, 2018/19 as required by the External

Auditor.

e. Council to receive statement of account vs budget 2019/20.

f. Members to review signatories and amend as necessary mandates for HSBC and NS&I council accounts.

g. Clerk to provide updated Asset Register.

h. Clerk to present review of insurance provision/quote following review of Asset Register with a view to members giving approval to renew BHIB Ltd insurance policy due for renewal 1st June, 2019 (NB 3 year long term agreement to 1st June 2020).

i. Members to receive information concerning HMRC RTI software unable to support payment of auto enrolment pension contributions and the need to use alternative software/payroll provider.

9.15 pm

19. Accounts for Payment To authorise expenditure on items submitted; Chairman and two members to sign.

a. Council to receive monthly cash reconciliation incorporating accounts presented for payment.

20. Any Other Business Items to be put forward for next agenda.

Date of next meeting: Thursday 20th June, 2019, Committee Room, Warmley Community Centre.