



To All Members - there is to be an Annual Council meeting of Siston Parish Council on Thursday 18<sup>th</sup> May 2023 at 7.30 pm to be held at Warmley Community Center, Penny/Vowles Room, Deanery Road, Warmley, Bristol, BS30.

**IMPORTANT** – All Parish Councilors must complete their Declaration of Acceptance before this meeting commences.

**Members are hereby summoned to attend. The Agenda is as follows:**

- 1. Appointment of the Chair for 23.24**
- 2. Apologies for absence.**
- 3. To receive Declarations of Interest under the Code of Conduct adopted 19<sup>th</sup> May 2022.**  
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.

Please note if an interest of this nature is declared the Member will not be permitted to speak on the item and must leave the room for the duration of the debate and the vote on the item.
- 4. Confirmation of minutes**  
Council to confirm the minutes as a correct record of the proceedings of the Full Council Meeting held on the 20<sup>th</sup> April 2023.
- 5. Public Participation.**  
It would be helpful if members of the public could advise the Clerk in advance of the meeting (email or text) that they wish to address parish councilors during this section of the meeting. During public participation members of the public should raise their hands/identify themselves and they will be invited to speak by the Chair for no more than five minutes, to present their petition or make a statement.
- 6. Ward councilors Update**
- 7. Review of Allotment, Finance and Planning Committees**
- 8. Establish a Neighbourhood Planning Steering Group**
- 9. Review of Responsibility for the Defibrillator**
- 10. Review of Standing Orders, Financial Regulations and Code of Conduct**
- 11. Review of General Power of Competence**
- 12. Review of Asset Register**
- 13. Insurance**  
Insurance quotations sent in advance of meeting.

Councilors to decide which insurance they wish to proceed with and approve the cost for payment.

**14. Review of Policies and Procedures – Complaints/Freedom of Information/General Data Protection Regulations/Press and Media/Chairs Policy/HR Policies**

**15. Review of S137 spending in 2022.23**

**16. Agree future meeting agenda**

**17. Warmley Community Centre – Custodianship**

Councilors to approve response from the Parish Councilor Solicitor, including use of the indemnity provision to cover future costs.

**18. South Glos Council Licence to maintain a bench on the Bristol and Bath Railway Path**

Council to approve signing of the licence by the Clerk.

**19. Councilor Training**

Councilors to agree to training and associated costs:

**20. Grant applications:**

Councilors to review and decide on grant applications received.

**21. Annual Governance and Accountability Return 2022.23**

Council to review, approve complete and sign where appropriate:

- Section 1 - Annual Governance Statement 2022.23
- Section 2 - Annual Accounting Statement 2022.23
- Completed Internal Auditor Report 2022.23

**22. Finance**

a) Members to receive statement of accounts (inc. budget) to 29<sup>th</sup> April 2023

b) Members to view bank statements and confirm all receipts and payments are in order to 29<sup>th</sup> April 2023

c) Members to agree the Bank reconciliation to 29<sup>th</sup> April 2023

**23. Accounts for Payment**

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

(Forwarded prior for consideration) Payments to be approved.

**24. Clerk's update and correspondence**

(Report sent in advance of meeting)

Clerk to advise update since last meeting

Clerk to advise on correspondence received since the last meeting

**25. Friends of Siston Common**

Update report sent ahead of meeting.

**26. Planning**

Report sent before meeting

a) Planning Applications - to receive details of new Planning Applications.

b) Planning Decisions - to receive details of any Planning Decisions Notified.

**27. AOB**

Items for possible consideration at next council meeting.

*Sara Thomas*

**Clerk for Siston Parish Council**

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**Date of next meeting: 15<sup>th</sup> June 2023**