



To All Members - there is to be an Annual Council meeting of Siston Parish Council on Thursday 16th May 2024 at 7.30 pm to be held at Warmley Community Center, Penny/Vowles Room, Deanery Road, Warmley, Bristol, BS15 9JB.

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

- 1. Appointment of the Chair for 24.25**
- 2. Apologies for absence.**
- 3. To receive Declarations of Interest under the Code of Conduct adopted May 2023.**

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 18th April 2024.
- 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. Youth Activity Summer 2024 – Guest Jack Fitzsimmons Creative Youth Network**
Council to receive information from the guest and decide which option should progress.
- 7. Ward Councilor Update**
- 8. Review of Allotment, Finance and Planning Committees**
- 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. Review Future Meeting Dates**
- 14. Insurance**

(Documentation sent in advance of the meeting.)

Councilors to approve the renewal of the council insurance and payment of the premium by 1st June 2024.

15. Review of Policies and Procedures

(Councilors to review policies on the website in advance of the meeting)

Councilors to approve proposed changes to the Grant and Training and Development Policies.

16. Newsletter Delivery

Confirm which councilors are delivering copies and to which areas.

17. Allotments

Council to approve costs for removal of asbestos from the site.

18. Annual Governance and Accountability Return 2023.24

Council to review, approve complete and sign where appropriate:

- Section 1 - Annual Governance Statement 2023.24
- Section 2 - Annual Accounting Statement 2023.24
- Completed Internal Auditor Report 2023.24
- Confirm no parties have conflicts of interests with the external auditor BDO LLP

Clerk to advise details of the Public Right notification.

19. King Charles III portrait

Where would councilors like the official picture displayed?

20. Additional Bin Emptying Costs

Council to agree to the additional costs of emptying the bin located at what3words location

///blank.looked.twig twice a week, (£318.01 per annum).

21. Community Pay Back Team Donation

Do the council wish to make a donation as recompense for work once completed?

22. Review of Owl Boxes

Council to agree if they wish the boxes to be reviewed and the costs (£360 inc. VAT).

23. Bench

Council to consider a request for bench/es at Warmley Forest Park Pond

24. Finance

a) Members to receive statement of accounts (inc. budget) to 29th April 2024

b) Members to view bank statements and confirm all receipts and payments to 29th April 2024

c) Members to agree the Bank reconciliation to 29th April 2024

25. Accounts for Payment

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

(Forwarded prior for consideration) Payments to be approved.

26. 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

27. Friends of Siston Common

Update report sent ahead of meeting.

28. 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.

29. AOB

Items for possible consideration at next council meeting.

Sara Thomas

Clerk for Siston Parish Council

Email:- sistonpc@gmail.com Tel:- 07946 858048 Date of next meeting: 20th June 2024