



Parish Clerk: Carol Hall
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To: - Councillors T Bridgeman, M Colliver, G Dix, Z Escott, D Garlick, G Garlick, L Hardman, J Humphries, G Johnson, A Lyons, P McSherry, A Meaton, C Mitchard, K Paul, A Pitt, H Warren and R Wollacott.

You are summoned to attend a meeting of the Parish Council to be held in the Village Hall on **Tuesday 17th August 2021** at 7.00pm.

The Agenda for the meeting appears below.

A handwritten signature in black ink, which appears to read "Carol Hall".

Carol Hall, Parish Clerk

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the tennis courts.

THIS MEETING MAY BE FILMED OR RECORDED

AGENDA

1. **APOLOGIES FOR ABSENCE**

To note any apologies for absence.

2. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. CONFIRMATION OF MINUTES

That the Minutes of the Parish Council meeting held on 20th July 2021 are approved as a correct record and signed by the Chairman.

5. CHAIRMANS REPORT

The Chairman will report back on activities and events since the last Council meeting.

6. FINANCES

To note and receive the following finances for month 3:

- Bank reconciliation as at 30.06.2021
- Receipts and payments
- Petty Cash payments
- Income and Expenditure showing % against budget.

To note and receive the following finances for month 4:

- Bank reconciliation as at 31.07.2021
- Receipts and payments
- Petty Cash payments
- Income and Expenditure showing % against budget.

7. PUBLIC SECTOR DEPOSIT FUND (attached)

To review the fund as resolved in the Council meeting held on the 16 March 2021 and consider the alternatives provided by the Locum RFO in the attached report.

8. REPLACEMENT INTERNAL AUDITOR (attached)

Notification has been received by the Council's internal auditor that they are currently scaling back their work and as a result will be unable to complete internal audits for Paulton Parish Council. The Council need to approve a new auditor from the options provided in the attachment.

9. REVIEW OF TRAINING POLICY attached)

To review and approve the attached training policy.

10. COMMUNITY ENGAGEMENT POLICY (attached)

To adopt the attached Community Engagement Policy

11. CHRISTMAS 2021 – OFFICE OPENING HOURS

To approve the following Christmas opening hours

- Christmas Eve: Closed
- Wednesday 29th December - Friday 31st December: Closed

Please note that there is little demand for the office to be open during Christmas week. An admin member of staff will work 4 hours on Wednesday 29th December to check emails and any urgent messages.

12. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on 14th September 2021

13. EXCLUSION OF PRESS AND PUBLIC

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 and staffing matters

14. CEMETERY LODGE (attached)

To consider the details in the attached report and agree if any works are required.

15. PAULTON PARISH COUNCIL INSURANCE RENEWAL (attached)

To approve the renewal of the insurance for Paulton Parish Council.

16. REQUEST FROM THE STAFFING COMMITTEE (attached)

To approve the proposal from the Staffing committee in relation to a replacement RFO.

17. CAFÉ RENT REVIEW (attached)

To approve a request from the Hub Management Committee in relation to the annual rent review for the Café.