



Parish Clerk: Carol Hall
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To: - Councillors T Bridgeman, M Colliver, Z Escott, D Garlick, G Garlick, L Hardman, 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 meeting room, Village Hall, Paulton on **Tuesday 12th October 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 14th September 2021 are approved as a correct record and signed by the Chairman.

5. CHAIRMAN'S REPORT

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

6. FINANCES (emailed 06.10.21)

To note and receive the following finances for month 6:

- Bank reconciliation as at 30.09.2021
- Receipts and payments
- Petty Cash payments
- Income and Expenditure showing % against budget.

7. DEPUTY CLERK AND FINANCE OFFICER RECRUITMENT

To note that the interviews for the above role have now been completed and the successful candidate has accepted the role. The start date is to be confirmed.

8. EVENTS

To receive an update from the Chairman of the Events Committee, Cllr A Lyons in respect of:

- I. Dressing of the Graves 13th November
- II. Remembrance Sunday 14th November
- III. Christmas Light Switch On 04th December

To agree support required from Councillors to deliver the road closure letters week commencing 24th October.

9. CAFÉ EXTRACTION SYSTEM (attached)

The Paulton Hub Management Committee would like approval to replace the Café Extraction System as the current system is not fit for purpose. Full details are included in the attached report.

10. COMMITTEE MEMBERSHIP

To note that Councillor A Pitt is joining the Events Committee.

11. BRITISH LEGION SIGN

Following the closure of the Paulton branch of the Royal British Legion they have donated the sign to Paulton Parish Council. The Council need to agree if this will be stored or displayed.

12. ADOBE PACKAGE

To note that upon renewal the Adobe package has been downgraded to Adobe Photoshop at £8.32 per month. As Cllr G Johnson is currently supporting with the putting together of the magazine the full package is not currently required.

13. DIGNITY AT WORK POLICY (attached)

To review the attached policy.

14. MEMBER AND OFFICER PROTOCOL (attached)

To review the attached policy.

The Member and Officer Protocol is a policy that is recommended for Councils to adopt. It is published on our website as the Member and Officer Protocol. It is common practise for Councillors to be referred to as Members and Employees as Officers. To ensure consistency, the Clerk recommends amending the phrasing throughout the policy from Employees to Officers.

15. COMMUNITY ENGAGEMENT EVENT

To agree the next steps following the Community Engagement Event on Thursday 7th October.

16. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on **23rd November 2021**.