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To: - Councillors P Bancroft, T Bridgeman, M Colliver, Z Escott, D Garlick, G Garlick, L Hardman, G Johnson, H Kingman, 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 22<sup>nd</sup> March 2022 at 7.00pm.**

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing 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 30<sup>th</sup> November 2021) 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 22<sup>nd</sup> February 2022 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 (attached)

To note and receive the following finances for month 11 emailed 08.03.2022

- Current Account Bank reconciliation as at 28.02.2022
- Receipts and payments
- Income and Expenditure showing % against budget.
- Petty cash reconciliation as at 28.02.22

7. VARIABLE DIRECT DEBITS (attached)

To approve the use of variable direct debits as per the attached report. Please note this is required every 2 years as detailed in the Financial Regulations.

8. BANK RECONCILIATION

To appoint 2 members to verify and sign the bank reconciliation quarterly. Please note reconcilers must not be Council signatories. Please note this is a requirement within the Financial Regulations.

9. 2021-2022 NATIONAL SALARY AWARD

To note that the National Joint Council for Local Government Services (NJC), has agreed the new pay scales for 2021-2022 to be implemented from 1<sup>st</sup> April 2021 (an increase of 1.75%). SCP 1 has increased in line with the new national living wage rate.

10. ASSETS (attached)

To receive a report and set a minimum value for the recording of assets.

11. YOUTH CONNECT (attached)

To approve the attached contract in respect of the youth services provided by Youth Connect for 2022/2023

12. VEHICLE ACTIVATED SIGNS

To approve the request from the Planning and Highways committee in respect of the Vehicle activated signs.

13. PURCHASE DELEGATION POLICY (attached)

To approve the attached Purchase Delegation Policy.

14. COMPLAINTS POLICY (attached)

To review and approve the existing Complaints Policy.

To agree the frequency for reviewing this policy, please note the last review was completed in 2017.

15. MEMORIAL PLAQUE AND SERVICE

To approve the Memorial Plaque for the Oak Tree planted in memory of Councillor Graham Dix. Cllr G Garlick will present an alternative option from a local supplier as agreed in February's meeting.

To agree the date and time of the memorial service for the late Cllr G Dix.

16. COMMITTEE MEMBERSHIP

To note that Councillor H Kingman is joining the Events Committee.

17. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on **19<sup>th</sup> April 2022**.