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To: - Councillors H Brady, T Bridgeman, G Dix, L Hardman, H Howson, J Humphries, S Long, J Luxton, A Lyons, P McSherry, C Mitchard, B Stevens, M Stevens and H Warren.

You are summoned to attend the **Annual** meeting of the Parish Council to be held in the Village Hall, Paulton on **Tuesday 15th May 2018 at 7.00pm**. The Agenda for the meeting appears below.

8th May 2018

A handwritten signature in black ink, appearing to be 'Jo Swift'.

Jo Swift
Clerk

EVACUATION PROCEDURE

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

THIS MEETING MAY BE FILMED OR RECORDED

AGENDA

The first item on the agenda will be chaired by Councillor A Lyons, current Chair of the Parish Council.

Nb Voting is done by a show of hands however Councillors can call for a secret ballot.

1. **ELECTION OF CHAIRMAN 2018/19**

To elect a Chairman for the ensuing municipal year.

(Upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that office).

2. **ELECTION OF VICE- CHAIRMAN 2018/19**

To elect a Vice-Chairman for the ensuing municipal year.

(The Council *may* appoint a Vice-Chairman, but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that office.)

3. APOLOGIES FOR ABSENCE

To note any apologies for absence.

4. 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.

5. 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.

6. CONFIRMATION OF MINUTES

That the minutes of the Parish Council meeting held on 10th April 2018 be approved as a correct record and signed by the Chairman.

7. CASUAL VACANCY

To consider an application received.

The person co-opted must receive an absolute majority vote of the councillors present and voting. The Parish Council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings

8. GENERAL DATA PROTECTION REGULATIONS

To approve and adopt the following documents:

- (i) GDPR Risk Assessment
- (ii) GDPR Regulation Policy
- (iii) Privacy Notice
- (iv) Information Protection policy
- (v) Information Security Incident policy
- (vi) Computer and Telephone policy
- (vii) Document Retention and Disposal policy
- (viii) Removal Media policy

9. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEE (attached)

Attached are the terms of references and delegation of powers to the committees that need to be reviewed and approved by the full Parish Council annually.

(Under no circumstances can a committee make or change its terms of reference, this is to be done by the full Parish Council).

9. APPOINTMENT OF MEMBERS TO COMMITTEES (attached)

To approve the appointment of members to committees.

Note that the appointment of the Chairs to these committees will be done at the first meeting of the committee.

10. WORKING PARTIES

To note the present working parties/groups that will remain until May 2019:

- (i) Paulton Magazine – Councillors A Lyons, P McSherry and C Mitchard.
Library/Hub – Councillors A Lyons, L Hardman and P McSherry
Communications Group – Councillors H Howson, J Humphries and P McSherry
Somerset Valley Enterprise Zone Key Stakeholder Group – Councillor J Humphries
(back up Councillor B Stevens).
- (ii) There is a vacancy on the Library/Hub working party.

11. REVIEW OF PROPERTY PORTFOLIO

It has been suggested that a working party is set up to review the Council's property portfolio. The Clerk has been working on this for some time, e.g. obtaining land titles, looking into constitutions and agreements but to speed up the process a working party has been suggested.

12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND PARTNERSHIP GROUPS 2018/2019

To appoint Councillors as representatives to:

ALCA – no more than 2 Councillors
Dial A Ride – 1 Councillor

To note the Chairman and Clerk are invited to attend Parish Liaison meetings.

13. NEW WEBSITE

Following the presentation at the Annual Assembly on 1st May, which all Councillors attended, approval is required for the new format of the website. A launch date will be notified once known.

14. PROPOSED EXTENSION UPDATE– PAULTON COMMUNITY POOL

At the Trustee meeting of Paulton Community Pool charity on 20th March 2018 it was **Resolved** that Councillor J Humphries and S Long will manage the pool extension project on behalf of the Parish Council, as the tenants of the pool, and that they will provide a monthly update at Parish Council meetings.

15. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is on **Tuesday 19th June 2018 at 7.00pm.**

16. 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 a commercial matter.

17. HR & HS SERVICES RENEWAL

To consider the attached report.