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To: - Councillors T Bridgeman, M Colliver, G Dix, Z Escott, D Garlick, G Garlick, L Hardman, H Howson, J Humphries, A Lyons, P McSherry, A Meaton, C Mitchard, L Quinn, 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 21<sup>st</sup> May 2019 at 7.00pm**. The Agenda for the meeting appears below.

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 2019/2020**

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 2019/2020**

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 23<sup>rd</sup> April 2019 be approved as a correct record and signed by the Chairman.

7. COUNCILLOR TRAINING

To note that Councillor training has been arranged for all Councillors on Tuesday 4<sup>th</sup> June 2019 at 7pm. All Councillors are expected to attend.

8. SCHEDULE OF MEETINGS 2019/2020

To approve the schedule of meetings for 2019/2020.

9. GENERAL POWER OF COMPETENCE

For members to consider the attached report (no.1)

10. REVIEW OF STANDING ORDERS

To review and adopt Standing Orders.

11. REVIEW OF FINANCIAL REGULATIONS

To note the review of the Financial Regulations will be done at the June Parish Council meeting.

12. REVIEW OF PAULTON MAGAZINE

For members to consider the attached report (no.2)

13. REVIEW OF COMMITTEES AND WORKING PARTIES

To consider the recommendations in the report (no. 3)

14. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEE

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).*

15. 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.*

16. CHARITY MANAGEMENT COMMITTEE

The Council, as the sole trustee of Paulton Community Pool, has a management committee to oversee the pool. This committee meets bi-monthly during the day.

To approve the appointment of up to 5 members to the Pool Management Committee.

17. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND PARTNERSHIP GROUPS 2019/2020

(i) To appoint members, as representatives of the Council, to the following groups:

- Somer Valley Enterprise Zone Key Stakeholder Group – 1 Councillor
- ALCA – no more than 2 Councillors
- Dial A Ride – 1 Councillor

(ii) To note the following:

- Parish Liaison - Chairman of the Council and Clerk are invited to attend these meetings.
- Youth Cluster Group – Chairman of the Council and the Clerk

18. REPLACEMENT UTILITY VEHICLE

Following numerous break downs and expensive repairs it is now time to replace the Groundsman's utility vehicle. There is £20,000 in ear marked reserves for replacement equipment and machinery.

19. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is on **Tuesday 25<sup>th</sup> June 2019 at 7.00pm.**

20. 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 staffing matter.

21. STAFFING MATTER

In the absence of a Staffing Committee it was agreed that any urgent matters to be dealt with by the Clerk, Chairman and Vice Chairman. Following the resignation of the Clerk, the recruitment process has started, adverts have been placed with a closing date of 15<sup>th</sup> May. An update will be provided at the meeting.