



Parish Clerk: Jo Swift
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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 a meeting of the Parish Council to be held in the Village Hall, Paulton on **Tuesday 25th June 2019 at 7.00pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Jo Swift".

Jo Swift, Parish 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

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 21st May 2019 are approved as a correct record and signed by the Chairman.

5. TRUESPEED

Neil Rogers, Regional Manager of Truespeed will brief the council on plans to bring Ultrafast broadband service into Paulton and the investment they are looking to make into the area.

6. GRANTS CHANGE REQUEST

Paulton Amateur Dramatic were awarded a £1000 grant by Paulton Parish Council for the purchase of a storage container to store costumes, props and technical equipment. PADS have since found out that they are unable to locate the container where they were led to believe they could therefore they would like to change the grant request to the following:

To go towards the future costs of storage and any other equipment perhaps that we need enabling us to use any funds we do obtain through fundraising and ticket sales to be put towards our future shows (panto in January and 20th anniversary show in June 2020) and the cost of rehearsal space and hall hire which we have to pay.

Members need to consider the request and approve or reject.

7. BUSINESS PLAN 2019-2023

It is common practise for Parish and Town Councils to produce a business plan especially following an election. Examples were provided to members via email on 19.06.19

Recommended – for the Clerk to start the process of producing a business plan.

8. CHRISTMAS 2019 – OFFICE HOURS

To give approval for the Parish Council to be closed at mid-day on Tuesday 24th, all day on Friday 27th and mid-day on Tuesday 31st December 2019. Staff that normally work on a Tuesday and Friday will take annual leave.

9. HUB WORKING PARTY UPDATE

An update will be provided by a member of the working party.

Volunteers are required to assist at the library between now and when the Hub is taken over by the Parish Council. Members are being asked if they can volunteer some time.

10. INTERNAL AUDIT REPORT – NOVEMBER 2018 – MARCH 2019

To note the final internal audit report.

11. FINANCES (MONTH 1 and 2 – APRIL AND MAY 2019)

- (i) To receive and approve the finances for month 1 – April 2019 (emailed on 17.06.19).
- (ii) To receive and approve the finances for month 2 – May 2019 (emailed on 17.06.19).

12. ANNUAL RETURN 2018/19 – ANNUAL GOVERNANCE STATEMENT

The 2015 Regulations, unlike earlier versions, require that the Annual Governance Statement is approved before the Accounting Statements but there is no need to hold 2 separate meetings. The Annual Governance Statement has to appear earlier on the agenda than the

approval of the Accounting Statements

To approve the Annual Governance statement (section 1 on the Annual Return).

13. ANNUAL RETURN 2018/19 – ACCOUNTING STATEMENTS

To approve the Accounting Statements (section 2 on the Annual Return).

14. BANK SIGNATORIES

The bank requires a resolution to be passed at a Parish Council meeting to approve that there has been a resolution to amend the bank signatories.

Recommended – that the Chairman and Vice Chairman of the Council become signatories on all the Councils bank accounts.

Nb Councillors G Dix, J Humphries, A Lyons are presently signatories and it is recommended that they remain.

15. REVIEW OF FINANCIAL REGULATIONS

To review the Financial Regulations.

16. COUNCILLOR SURGERIES

It was brought to the Clerks attention, by several Councillors, that the promotion of B&NES Councillor surgeries stated that Parish Councillors would be present. As the Parish Council have not agreed to this the following needs to be considered and decided upon:

- (a) Have a regular Parish Councillor surgery, on the same or different day, as the B&NES Councillor surgeries and that several Councillors attend on a rotation basis.
- (b) Decide not to have a Parish Councillor surgery and that it is formally recognised that any Councillor present at the B&NES surgery is not an official representative of the Parish Council.

17. CHELWOOD BRIDGE ROTARY CLUB 2019 COMMUNITY AWARD

The Parish Council are invited to nominate a silent hero to be considered for the 2019 Community Award.

18. MARKING THE DEATH OF A SENIOR NATIONAL FIGURE

To consider the attached Protocol Policy for approval.

18. B&NES TRANSPORT GROUP

At the suggestion of B&NES Councillor L Hardman, Councillor H Warren attended an inaugural meeting of the B&NES Transport Group which he attended on 10th June 2019. Permission is now being sought for Councillor Warren to be an official representative of the Parish Council on this group or consideration to be given to any other Councillors that may be interested.

19. PAULTON VILLAGE HALL QUARTERLY REPORT

To receive the attached report from the Village Hall.

20. NEW CLERK AND RFO ROLES

To note and receive the information supplied by the Chairman of the Staffing Committee, emailed to all Councillors on 11th June 2019.

21. COMPLAINT 12.18 PPC

The Investigating Officer's report identifies causes for concern about Parish Councillor A's behaviour and the working relationship between members and Council staff, and makes recommendations for improvement:

a) that the members of PPC recognise that relationships within the organisation are poor and adopt a plan to improve them;

b) the PPC should consider investing in training about member/officer working relationships, and member conduct;

c) the PPC should consider adopting a conciliation procedure (perhaps involving a neutral third party where necessary) to resolve disputes which cannot be resolved informally; and

d) the PPC should consider reviewing and revising the member and employee protocol. For example, the protocol could specify that obscene language or raised voices are never acceptable.

22. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on Annual Parish meeting **Tuesday 23rd July 2019** 7.00pm.