



Parish Clerk: Carol Hall
Village Hall, Farrington Road
Paulton. BS39 7LW
Telephone: 01761 413644 Fax: 01761 413679
E-mail: clerk@paultonparishcouncil.org.uk
Website: www.paultonparishcouncil.org.uk

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 22nd October 2019 at 7.00pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "chall", is placed on a light blue rectangular background.

Carol Hall, 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 24th September 2019 are approved as a correct record and signed by the Chairman.

5. IMPROVING RELATIONSHIPS (3 x attachments)

It was agreed by the full Council that the Staffing Committee would investigate and work on a plan to improve relationships within the Council as recommended by the Monitoring Officer. The following actions have been completed. The documents (attached) now need to be considered for approval:

- (i) Following the recommendation from the Monitoring Officer that the Parish Council should consider reviewing and revising the member and employee protocol to include that 'obscene language or raised voices are never acceptable'. The Member Officer Protocol has been reviewed and amendments have been made to sections 9, 28 & 30. The amendments have been highlighted in the attached Protocol document.
- (ii) A 'Dignity At Work' policy has been written for approval.
- (iii) The committee have met with ACAS for advice. ACAS have recommended a staged process to manage any potential future conflicts.

6. STANDING ORDER 14

To consider the recommendation from the Staffing Committee – that the following changes are made to Standing Order no. 14 (b).

Insert - that if in the event the complaint involves the Chairman then the Proper Officer shall notify the Vice-Chairman and/or the Chairman of the Staffing committee. If in the event the complaint involves the Vice-Chairman, then the Chairman of the Council and/or the Chairman of the Staffing committee.

7. PAULTON MAGAZINE WORKING PARTY TERMS OF REFERENCE (Attached)

Terms of Reference for this working party need to be approved by the full Council

8. BUSINESS PLAN (Attached)

To approve the timescales for the activities/projects.

9. ANNUAL RETURN OF THE EXTERNAL AUDIT 2018/2019 (Attached)

Annual Return for the year ended 31 March 2019–The Annual Return has been audited and advertised, no matters have been raised giving cause for concern and all relevant legislation and regulatory requirements have been met.

10. FINANCES (MONTH 6 SEPTEMBER 2019)

To receive and approve the finances for month 5 – September (emailed on 14.10.19).

12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2019/2020

At May 2019 meeting Cllr Ben Stevens was appointment to the Somer Valley enterprise zone key stakeholder group, it has become necessary that a deputy is required.

13. COMMITTEE MEMBERSHIP

To note that Councillor B Stevens is coming off the Parks and Amenities committee and will go on the Planning committee. A vacancy has therefore arisen on the Park and Amenities committee for anyone that is interested.

14. 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 – commercial matters.

15. FLOORING & KITCHEN UNITS FOR THE HUB (Attached)

To approve the recommendations from the working party

16. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on **Tuesday 19th November 2019** 7.00pm.