



23rd May 2024

An ANNUAL MEETING of the PARISH COUNCIL will be held on Thursday 30TH May 2024 at 7pm at the Brockridge Centre and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards

L Squire

Linda Squire

Anyone attending this meeting is encouraged to follow the below guidance:

- *Attendees must not attend if showing any symptoms of Covid-19;*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting;*
- *Attendees are encouraged, wherever possible, to take low carbon transport to meetings including walking, cycling, car sharing etc;*
- *In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet at the top of the car park*

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve and enhance biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010

1 ELECTION OF CHAIRMAN

MOTION: That Council elect a Chairman for the coming year and to receive the Chairman's Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

MOTION: That Council elect a Vice-Chairman for the coming year

3 APOLOGIES

MOTION: To note any apologies for absence.

4 DECLARATIONS OF INTEREST / DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their register of interests as required.

5 MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the previous meeting held on the 25th April 2024

6 UPDATE FROM SOUTH GLOUCESTERSHIRE COUNCIL REPRESENTATIVES REGARDING THE POSSIBLE PURCHASE OF A PROPERTY ON CHURCH ROAD & TURNING IT INTO A SMALL CHILDREN’S HOME

MOTION: Council to receive an update from SGC representatives.

7 OPEN MEETING

Public participation: Members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council’s Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

8 REPORT FROM THE CHAIR

MOTION: Council to receive a report from the Chair.

9 DISTRICT COUNCILLOR REPORT

MOTION: Council to receive a report from the District Councillor Tristan Clark.

10 ELECTION OF COMMITTEE MEMBERS FOR THE COMING YEAR

MOTION: That Council elect the Finance & Governance Committee members.

MOTION: That Council elect the Planning Committee members.

MOTION: That Council elect the Staffing Committee members.

MOTION: That Council elect the Youth Services Committee members.

MOTION: That Council elect the Climate & Nature Committee members.

MOTION: That Council elect the Parks & Recreation Committee members

MOTION: That Council elect the Working group and task & finish group representatives

11 APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

MOTION; Council to appoint council representatives on the outside organisations for the 2024-2025 year

12 GENERAL POWER OF COMPETENCE

MOTION; Council to reconfirm that it meets the criteria for the General Power of Competence

13 STANDING ORDERS – ANNUAL REVIEW

MOTION: Council to review its Standing Orders and decide whether any amendments are required.

14 FINANCIAL REGULATIONS & RISK MANAGEMENT POLICY – ANNUAL REVIEW

MOTION: Council to consider and approve the revisions to its Financial Regulations.

MOTION: Council to consider and agree the Risk Management Policy and decide if any amendments are required

15 POLICY REVIEW METHOD & RE-ADOPTION OF SPECIFIC GENERAL POLICIES & STRATEGIES

MOTION: Council to consider and approve the Policy review method

MOTION: Council to consider the re-adoption of specific general policies.

16 INSURANCE & ASSET REGISTER

i) Main insurance

MOTION: Council to note the increase on the Council’s insurance for the Council’s Main insurance Policy for the second year of the 3 year approved contract taking into account the annual uplift in cover/premium & the increase in the Council’s assets

ii) Revised Asset Register

Council to note and approve the alterations to the Council's Asset Register

17 FINANCE AND ACCOUNTS

a) MOTION: Council to consider approving the invoices for payment listed in Appendix 1 below.

b) MOTION: Council to consider and approve the invoices for payment since the agenda was issued

c) Motion: Council to nominate 2 councillors to authorise the payments through the bank for this month.

18 GRANTS

MOTION: Council to consider and decide whether to approve the grant application received from Frampton Festival

19 INTERNAL AUDIT YEAR END REPORT

MOTION: Council to consider the Internal Audit report for the financial year 2023-24 and approve any recommendations.

20 ANNUAL STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2024

i) MOTION: Council to consider and approve the annual statements of accounts as follows:-

a) To note the Annual Internal Audit report section of the AGAR 2023/2024 (page 3).

b) To receive and approve the Annual Governance Statement 2023/2024 (Section 1)

c) To receive and approve the Annual Accounting Statements 2023/2024 (Section 2)

d) To approve the dates for the period for the Exercise of Public Rights

ii) MOTION: Council to consider and confirm that there are no conflict of interests with the External Auditors BDO LLP and the Parish Council, including councillors and staff.

21 REQUEST TO USE THE PARK

MOTION:- Council to consider the request to use the Park for the Watermore 10k

22 TENNIS COURT

i) Open day & budget

MOTION: Council to consider and approve the arrangements and incentives for the Tennis Courts official opening

MOTION: Council to approve a budget for the event and the purchase of a camera for future events and publicity.

ii) Charge for Tennis Coaches using the Courts

MOTION: Council to consider and approve the tennis court hire charges for tennis coaches when they are providing tennis lessons.

23 COMMITTEE MEETING MINUTES

Committees

MOTION: Council to note the minutes of the **Youth Services Committee** meeting held on 9.5.2024 including acceptance and approval of recommendations

MOTION: Council to note the minutes of the **Planning Committee** meeting held on 9.5.2024 including acceptance and approval of recommendations

MOTION: Council to note the minutes of the **Finance & Governance Committee** meeting held on 9.5.2024 including acceptance and approval of recommendations, namely;-

- Alterations to Ear marked reserves
- Tennis club charge for the tennis courts

- Community Engagement Strategy
- Revisions to the Finance & Governance Terms of reference
- Increase in Hirer charges for the Brockeridge Centre from the 1.6.2024
- Financial risk registers

Working Groups

Courts Working Group

MOTION: Council to note the minutes of the Courts working group held on the 22.5.2024 including acceptance and approval of recommendations

Other organisations

Beesmoor Playing Field

MOTION: Council to note the minutes of the Beesmoor Playing Field Committee meeting held on the 12.3.2024.

Festival Committee

MOTION: Council to note the minutes of the Festival Committee Playing Field Committee meeting held on the 15.5.2024.

24 UPDATE ON THE OLD CHANGING BLOCK- CROSSBOW

MOTION: Council to note the latest response from the Frampton Cotterell & District Community Association.

25 CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA

MOTION: Council to note correspondence received.

26 DATE OF NEXT MEETING

Thursday 27th June 2024 at 7.00 pm at the Brockeridge Centre.

Agenda Item 24 – Correspondence & Circular

Emails Received:

- SGC- Planning weekly lists & circulated schedules (Emailed)
- SG Heritage Partnership update- (Emailed:All)
- SGC- updates/news (Emailed: All)
- NALC Events-(Emailed: All)
- NALC newsletters -(Emailed: All)
- NALC Chief Executive’s Bulletin -(Emailed: All)
- West of England- newsletter updates- (Emailed:All)
- WESTlink Service- Emailed:All)
- SGC- Highways Update Summer 2024 Emailed:All)

Payments for Approval by Full Council May 2024

Invoices for Approval

No.	Invoice Number	Company	Description	Net £	VAT £	Gross £
1705	62709	Frampton Garage	Parish Van MOT	39.95	0.00	39.95
1805	000381	Bridget.C.Bowen	Internal Audit	375.00	0.00	375.00
1905	KPS351262	KCS Procurement	Photocopier charges	146.83	31.24	187.42
2005	1482654385	Trade UK	Tools & sealant	74.98	14.99	89.97
2105		Clerk	Costco Refreshments for Annual Assembly and Café refreshments	132.09	0.00	132.09
2305	SIN2372913	The Music Licence	PPL	297.93	59.59	357.52
2405	Deposit refund	Haskins-Rimell	Room Hire	50.00	0.00	50.00

Members of the General Public and Press are Welcome