 **CROMHALL PARISH COUNCIL**

# To all members of the Council.

You are hereby summoned to attend the annual meeting of Cromhall Parish Council to be held on **Wednesday 11th May 2022.**  The parish council meeting will commence at 7.30 pm in the village hall. The meeting has been called for the purpose of transacting business as per the details on the agenda below.

## Notice to members of the Public.

Members of the public are invited to attend the meeting and to ask questions and raise issues with the councillors. This session will last no more than 15 minutes.

*Members and Parishioners are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, age, gender, sexual orientation, marital status and any disability and religious beliefs), Crime & Disorder, Health & Safety and Human Rights.*

Signed:

Daphne Dunning – Clerk and RFO to Cromhall Parish Council Wednesday 4th May 2022

# AGENDA

## PUBLIC PARTICIPATION

## To elect the Chairman of the Council.

## To receive the Chairman’s signed Declaration of Acceptance of Office.

## To elect the Vice Chairman of the Council.

## To receive the Vice Chairman’s signed Declaration of Acceptance of Office.

## Apologies

To note apologies for absence.

## Declarations of Interest (if any) and dispensations

In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant any dispensation requests.

## Minutes

To confirm the minutes of 26th April 2022 for accuracy (draft previously circulated to Councillors; copies available on application to the Clerk).

## To receive Report from District Councillor.

## AGENDA ITEMS TO ACTION

### 9a. To review and adopt the following policies:

### Standing Orders (revised as per NALC changes to SO18)

### Financial Regulations – amendment to FR11h

* Code of Conduct - unchanged
* Publication scheme - unchanged
* Training and development policy - unchanged
* Disciplinary Policy - unchanged
* Grievance Policy - unchanged
* Complaints procedure – amend chair details

### 9b. To review and approve Risk Assessment.

### 9c. To review GDPR compliance, review un-changed data protection policy, privacy notices, and confirm if any breaches during 2021/22.

### 9d. To review Freedom of Information requirements and note if any FOI/SAR requests received for 2021/22.

### 9e. To review and approve asset register.

### 9f. To review and approve scheme of delegation to the clerk.

### 9g. To review and appoint councillor representatives to outside bodies and committees.

* ALCA representative
* Reaffirm Cllr White to Cromhall Poors Allotment charity
* Community Engagement Forum representative
* Town and Parish Forum

### 9h. To receive and note the Annual Internal Audit Report for year end 31/03/22

### 9i To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/22

### 9j To consider and approve the Accounting Statements (Section 2) for year end 31/03/22 noting the end of year reconciliation and explanation of variances including approval of reserves.

### 9k To note the period for the exercise of public rights is set from Wednesday 1st June 2021 and ending on Thursday 14th July 2021.

### 9l To review information from South Gloucestershire Council relating to lack of ownership of bus shelters at Woodend Lane area and agree how to proceed.

### 9m To consider production of a parish wide leaflet and agree any actions.

## AGENDA ITEMS TO NOTE

### 10a P21/05331/O Land To The Rear Of South Face Cowship Lane Cromhall South Gloucestershire GL12 8AY

Demolition of existing barns and erection of 1 no. dwelling (Outline) with access to be determined, all other matters reserved. **Approved** with conditions

## REPORTS

### 11a To receive and note report from the Clerk.

### 11b To receive any other reports including playgrounds and defibrillator.

### 11c Finance reports

#### **11ci) To receive and approve payments for May 2022**

#### **11cii) To approve bank reconciliation.**

#### **11ciii) To receive Q4 report and agree any actions**

#### **11civ) To note award of CIL monies**

**The next council meeting is scheduled for Wednesday 8th June 2022**