

Brent Knoll Parish Council

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COUNCIL SUMMONS AND AGENDA

The next Monthly Meeting of Brent Knoll Parish Council will be held on

Wednesday 1st May 2024 at the Jubilee Room in the Parish Hall at 7pm

Annual Parish Council Meeting Public Session and Agenda Items

1. **To Elect a Chairman of the Parish Council for the year 2024/2025**
(resolution to approve and signing declaration of Office)
2. **Apologies for absence** (resolution to approve)
3. **Declarations of Pecuniary** (Registerable Interests and Dispensations)
4. **Approve the Minutes from 3rd April and 17th April 2024** (Resolution to approve)
5. **To Elect the Vice Chairman and members of working groups**

Vice Chairman
Planning Team
Footpaths / Highways
Build Project / Shop
Staffing / Audit
Signatories for the banking authority
SALC and LCN Representative

All working group memberships must be nominated and then elected by at least a Majority of the assembled membership. However individuals who are proposed are **not** disqualified due to non attendance at this meeting.

6. **Planning Matters**

None Listed for this meeting

7. **Clerks report** and Correspondence matters / and Surgery report

Working Group reports (Where appropriate pre circulated)
(Share Project Tracker for April 2024)

The Footpaths Team

The Highways Team

The Village Green Toilet Block/ Car Park

The Audit and staffing group

The Buildings Working Group

The Shop Working Group

Policy Introduction and Updates

- (a) Civility and respect Policy Introduction (resolution to approve)
- (b) Standing Orders (un changed but require re adoption)
- (c) Code of Conduct re adoption (resolution to approve)

The Report from the Somerset Council member.

8. **Financial Report** and payments for **April 2024**

Payment List Statutory approval for **May 2024** (Approved under Minute no
(241/23 March 6th 2024)
(*resolution to approve*)

Variable Payment Listing **for May 2024**
(*resolution to approve*)

Playing Fields Association Subscription 2024	£ 15.00	(No Vat)
Somerset Air Ambulance attendance fee	£ 50.00	(No Vat)
Groundworks to footpath rear of the Church	£ 720.00	(£120.00)
Somerset Council invoice Hill Lane Bin maintenance	£ 232.87	(£38.81)
Water 2 Business Services	£ 426.98	(No Vat)
Richard Young (Internal Audit Fee)	£ 30.00	(No Vat)
Brent Knoll Parish Hall room Hire	£159.00	(No Vat)

Other Financial matters

- (i) Monthly Budget Update (statutory Item) pre circulated
- (ii) Current Inwards Funds to Council reserves

9. **Matters for Consideration** and Decisions **For May 2024**

- (a) Shop/ Toilet Build Updating and any further decisions to be taken
 - (i) The PWLB Loan Application update
 - (ii) The JCT Contract (Joint Contract Tribunal) Update
 - (iii) The Lease (Update and discussion)
 - (iv) Any other Financials to be considered (The Budget)
- (b) Review of the Annual Parish Meeting 17th April
- (d) ANPR Data and operational matters
- (e) Flood related Matters including rear of church footpath
- (f) Hi Vis Jackets and other needed equipment for footpaths team

(g) Co-option process updating and timetable

10. **Matters of Report** and agenda Items for **June 3rd** (*No Decisions*)

Date of Next Meeting and Surgery dates

The next full meeting of the Parish Council will be **June 3rd 2024** at 7pm
Parish Surgery on **June 2nd** 10am to 12 Noon.