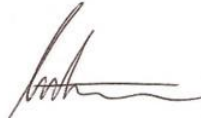


Welcome to
**Tormarton
Parish Council**

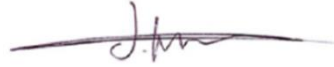
Dear Cllr Simon Stevens, Cllr Katy Pool, Cllr Janet Wells and Cllr Nick Davis,

You are hereby summonsed by the Chairman to attend the Annual Meeting of Tormarton Parish Council on **Monday 4th May 2020 at 18:45**. This meeting will be held by a virtual video link, which can be accessed below. The agenda is provided below.

Yours sincerely,



Simon Stevens
Chairman



Jack Turner Cert. CiLCA
Parish Clerk and RFO.

AGENDA

To access the meeting by virtual video link please click [HERE](#) and enter the meeting ID (844 6779 4962) and enter the password (060841)

1. To elect a Chairman of the Council for the ensuing year and to receive the Chairman's declaration of acceptance of office.
2. To elect a Vice Chairman of the Council for the ensuing year.
3. To adopt the General power of Competence.
4. To consider the adoption of the virtual meeting policy and agree any actions.
5. To receive any applications for dispensations from councillor's present.
6. To consider the apologies for absence and decide whether to accept them.
7. Declaration of Interest.
8. To receive any questions from members of the public present.
9. To approve the Minutes of The Annual Meeting of Tormarton Parish Council on 21st May 2019 and to note any issues.
10. To approve the Minutes of Tormarton Parish Council on 2nd March 2020 and to note any issues.
11. To elect representatives to the following committees:
 - a. Village Hall Committee
 - b. Village Pond Committee
 - c. Playing Field Committee
 - d. Avon Local Council's Association
12. To consider the re-adoption of the following policies and agree any actions:
 - a. Standing Orders
 - b. Equality and Diversity
 - c. Safeguarding Children and Vulnerable Adults
 - d. South Gloucestershire Council's Code of Conduct for Members.
13. To consider the adoption of the following policies and agree any actions:
 - a. Financial Regulations (Updated NALC template)
 - b. NALC Model Grievance Policy
 - c. NALC Model Disciplinary Policy
 - d. Reserves Policy
 - e. Complaints Policy
 - f. Freedom of Information Policy
 - g. GDPR and Privacy Policy
 - h. Health and Safety Policy

- i. Risk Management Strategy
 - j. Publication Scheme
 - k. Training Statement of Intent
 - l. Procedure Note for Financial Checks
 - m. Community Engagement Strategy
 - n. Grant Awarding Policy
 - o. Media and Publicity Policy
14. To resolve to adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.
 15. To consider an action plan for Tormarton Parish Council for the next financial year and agree any actions.
 16. To review Tormarton Parish Council's asset register and agree any actions.
 17. To consider the grant application for £1000 from the Village Pond committee and agree any actions.
 18. To receive an update on the Coronavirus pandemic.
 19. Tormarton Parish Council Finance:
 - a. To consider approving the annual accounts for 2019/2020 and receive an update on financial practices from the Clerk.
 - b. To consider producing a three-year budget plan which would coincide with a 3-year strategic plan for Tormarton Parish Council and agree a date in the future to look at this after engaging with the community.
 - c. To note the current position of the Current Account and the Reserve Account.
 - d. To receive the Bank Reconciliation for April.
 - e. To receive the Income and Expenditure Reports for April
 - f. To receive the summary of Accounts for April.
 - g. To review the council's earmarked reserves and agree any actions.
 - h. To receive the expenditure report and authorise payments.
 - i. To approve the financial procedures document.
 - j. To approve the quarterly internal controls checklist.
 20. To consider the appointment of Auditing Solutions LTD to provide a thorough internal audit for the fee of £175 on a one-year basis and agree any actions.
 21. To receive any reports from South Gloucestershire Councillors.
 22. To consider any planning applications received and agree any actions. (Click on the application name to see the application)
 - a. [Works to trees as per the attached proposed schedule of works \(section 5 of application form\) submitted to the council on the 16th April. Trees covered by TPO421 and dated 11/07/1990.](#)
 23. To note the Parish Clerk's report for April.
 24. To receive updates on Traffic, Speeds and Parking within and Around Tormarton Village
 - a. Community Speed Watch
 - b. Tormarton & West Littleton "Blackspots"
 - c. Application for Traffic Calming Funding
 - d. Tormarton Village Events Parking
 25. To receive an update from the following committees:
 - a. Village Hall Committee
 - b. Village Pond Committee
 - c. Playing Field Committee
 26. Arrangements for Tormarton and West Littleton VE Day commemoration.
 27. To note the date of the next meeting will be on Monday 1st June 2020 at 18:45.