



Welcome to
**Tormarton
Parish Council**

10/05/2024

Dear **Cllr Simon Stevens, Cllr Katy Pool, Cllr Janet Wells, Cllr Rebecca Derry-Evans and Cllr Sue Giles.**

You are hereby summoned to attend the Meeting of Tormarton Parish Council on **Monday 20th May 2024 at 18:30.**
This meeting will be held at Tormarton Parish Hall and the agenda is provided below.

Yours sincerely,



Richard Cole
Parish Clerk and RFO.

AGENDA

1. To elect a Chairman to Tormarton Parish Council for the ensuing year and to receive the Chairman's declaration of acceptance of office.
2. To elect a Vice-Chairman to Tormarton Parish Council for the ensuing year.
3. To receive any questions from the members of public present.
4. To receive the apologies for absence.
5. Declaration of Interest.
6. To approve the minutes of the Meeting of Tormarton Parish Council meetings held on:
 - a) Friday 3rd May 2024 and to note any issues
 - b) Monday 8th April 2024 and to note any issues.
7. To receive any reports from South Gloucestershire Council Councillors.
8. To receive, consider and approve recommendations of the Internal Audit Report for the Financial Year 2023/2024.
9. To consider and approve annual accounts and annual procedures:
 - a) To consider the Certificate of Exemption – AGAR 2023/2024 part 2 and agree to sign the document.
 - b) To note the Internal Auditor's report section of the AGAR 2023/2024.
 - c) To receive and approve the Annual Governance Statement 2023/2024.
 - d) To receive and approve the Accounting Statements for 2023/2024 with the explanation of variances.
 - e) To note the period of public rights and publication of the Annual Governance and Accountability return.
10. To approve the removal of the previous Parish Clerk, Jack Turner, , from the bank mandate, and the addition of the new Clerk Richard Cole to the bank mandate.
11. To elect members to Tormarton Parish Council's Staffing Committee (3) and to approve the Terms of Reference for this committee.
12. 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.
 - e) Community Engagement Forum.
 - f) Town and Parish Council Forum.
 - g) Neighbourhood Plan steering group.

13. To consider any planning applications received (Click on the agenda item to view the application):
 - a) Any planning applications received after the agenda had been issued.
14. To consider the re-adoption of the following unchanged policies and procedures.
 - a) Standing Orders.
 - b) Financial Regulations.
 - c) Equality and Diversity Policy.
 - d) Safeguarding Children and Young People and Vulnerable Adults Policy.
 - e) Code of Conduct for Members.
 - f) Grant Awarding Policy.
15. To carry out the Annual Review of Tormarton Parish Council's Asset Register.
16. To carry out the Annual Review of Tormarton Parish Council's Earmarked Reserves.
17. To appoint an internal auditor for the financial year ending 31st March 2025.
18. Tormarton Parish Council Finance:
 - a) To receive the bank reconciliation, bank statements, income, expenditure and monthly accounts reports April 2024.
19. To review Tormarton Parish Council's Annual Report for 2023/2024 and agree to publish the report.
20. To receive updates from members on ongoing Parish issues:
 - a) Traffic and road issues within the Parish, including the A46 Car Park.
 - b) Planning issues within the Parish.
 - c) Neighbourhood Plan for the Parish.
 - d) Local Nature Action Plan.
 - e) Parish Event for D-Day 80 in June 2024.
 - f) Any items considered urgent as directed by the Chairman or the Clerk.
21. To receive an update from the following committees:
 - a) Village Hall Committee.
 - b) Village Pond Committee.
 - c) Playing Field Committee.
22. To set the date of meetings of Tormarton Parish Council for 2024 and 2025 as below:
 - Monday 3rd June 2024 at 6:30pm
 - Monday 8th July 2024 at 6:30pm
 - Monday 2nd September 2024 at 6:30pm
 - Monday 7th October 2024 at 6:30pm
 - Monday 4th November 2024 at 6:30pm
 - Monday 2nd December 2024 at 6:30pm
 - Monday 3rd February 2025 at 6:30pm
 - Monday 3rd March 2025 at 6:30pm
 - Monday 7th April 2025 at 6:30pm
 - Monday 12th May 2024 at 6:30pm.