

**Minutes of the Parish Council Meeting
Held on 10th April 2017 at 7.30pm at the Alveston House Hotel.**

Present: - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Mike Webb (MW), James Sumner (JS), Paul Caddick (PC), David Morgan (DM), Steve McMillan (SM),

Graham Smith (Clerk)

1. Apologies for Absence

Steve Blick (SB), Anne Curtis (AC), PC Sean White (SW), Chris Casey (CC), Maggie Tyrrell (MT), Shirley Holloway (SH).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

None

5. Minutes and matters arising from previous meetings

5.1 Acceptance & signature of minutes for Parish Council Meeting 20th March 2017

17.003 Resolved: The minutes of the Parish Council meeting of Monday 20th March 2017 were accepted and signed by the chairman.

5.2 Matters Arising:

None

5.3 Outstanding Actions:

None

6. Review and Recommendations from Committees

6.1. **Planning** – (Meeting - 20th March & 3rd April) – Cllr Mike Webb reported on the meetings as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** – (None)

6.3. **Footpaths & Allotments** – (None)

6.4. **Finance and General Purposes** - (Meeting – 3rd April) - Cllr James Sumner reported on the meetings as detailed within the Finance & General Purposes meeting minutes. Further to F & GP resolution **17.002** (JS) proposed that the Parish Council approve and adopt the revised Council Finance Regulations which are based upon the model NALC regulations with Petty Cash & online transaction regulations omitted. (AP) seconded the proposal and all Cllrs unanimously agreed.

17.004 Resolved: The Parish Council approve and adopt the revised Council Finance Regulations

7. Representatives Reports

7.1. **Police Matters** – (Clerk) reported that he had not been provided with any police matters to report.

7.2. **South Gloucestershire Council** – No report

7.3. **St Helens School** – No report

7.4. **Alveston Community Forum** – No report

(Clerk) informed Cllrs that as treasurer of the Forum that he had completed the year end accounts and reported that the finances were all in good order and robust.

7.5. **Jubilee Hall** – No report

7.6. **Youth Centre** – No report.

7.7. **Other Representative Reports** – No report

8. Correspondence

8.1. Correspondence for Information
(Appendix A)

8.2. Correspondence for Discussion / Action – None

9. Annual Parish Meeting

(Clerk) presented the Annual Parish Meeting agenda to Cllrs.

10. Authorisation of Payments

Payments authorisation by Cllrs Marcus Fry & Mike Webb

10.1.

Details	Chq. no	£
Grounds Maintenance Contract - Mar	2795	1212.20
ALCA / NALC annual membership	2787	506.58
Room Hire	2796	67.08
Total Payments		£1785.86

10.2. Payments authorised by Cllrs Paul Caddick & James Sumner

Details	Chq. no	£
Salary – Inspection / Clean	2797	201.00
Clerk – Salary & Expenses	2798	1287.48
Salary – Cemetery Caretaker	2799	107.15
Internments	2800	160.00
Tax & NI Payments Qtr 4	2801	677.53
Total Payments		£2433.16

10.3. Recent Receipts

Details	Ref.	£
Gross Interest	DCR	5.04
Internment/Excavation CR Plot - 63	DCR	168.00
Deed of Grant CR Plot - 63	DCR	47.00
Internment - CR Plot 1	Inc2744	88.00
Internment - CR Plot 11	Inc2744	88.00
Total Receipts		£396.04

17.005 Resolved: That all receipts and payments presented to the PC meeting on 10th April 2017 were accepted.

10. Website / Helmet

None

11. Any Other Business

(AP) proposed to Cllrs that a think tank meeting should be arranged to discuss the Councils' ongoing strategy and community engagement and it was decided that the Parish Council meeting set for 15th May should be wholly dedicated to this subject and the usual format be postponed and that (Clerk) should refrain from inviting the usual attendees to this "one off" meeting.

Meeting closed at 20.10 pm

**The next Council Meeting is on
Monday May 15th 2017 at the Jubilee Hall**