

Pilning & Severn Beach Parish Council Annual Parish Council Meeting held on Monday 13th May at 7pm at Severn Beach School, Severn Beach

COUNCILLORS: Mrs S Binns, Ald. P Tyzack, Mrs H Rickards, Mr M Pruett, Mr K Weeks, Mrs C Woodhouse

Also Present: - Mrs V Bywater (Clerk), District Cllr R Griffin and 6 members of the parish.
Mrs S Binns welcomed everyone and then passed the meeting to the Clerk to conduct the election of Chairman.

Declaration of Acceptance of Office and Register of Interests of all Councillors were received by the Clerk.

Item Number	Details
2019-1 Election of Chairman	CW nominated SCB, seconded by PT, all in favour. SCB thanked all those present for the election to Chairman.
2019-2 Election of Vice-Chairman	KW nominated PT, seconded by HR, all in favour.
2019-3 Representatives	Officers/ representatives were agreed as per Appendix A below. It was agreed that the list of officers/ representatives would be considered again at the June 2019 Parish Council meeting when the Casual Vacancies would be filled.
2019-4 Parish Insurance	The Clerk advised that insurance had been renewed with Came & Company Ltd who is a specialist Local Council insurance broker.
2019-5 Minutes of the Annual Parish Meeting	The minutes of the Annual Parish Meeting held on the 1 st April 2019 were read and signed by the Chairman as a true record with two minor amendments.
2019-6 Approval of Annual Accounts & Annual Governance Statement	All agreed for SCB to sign the Annual Accounts and the Annual Governance Statement for submission to the external auditor.
2019-7 Approval of Parish Council Policies	SCB proposed that following the review of all policies in January 2019, all policies should be accepted en bloc, all agreed.
2019-8 Contracts of employment	The Clerk confirmed that the contract of employment for herself had been recommended for approval by PT and Mr Nick Davies 18 months previously. All agreed to renew the contract in line with the model NALC contract. The Clerk confirmed that a draft contract of employment had been given to the Cemetery Clerk but some details remained outstanding. It was agreed to defer the signing of the contract until the June 2019 Parish Council meeting.
2019-9 Closure of meeting	The meeting closed at 7.22pm

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APPENDIX A- ELECTION OF OFFICERS/ REPRESENTATIVES

Chairman	Mrs SC Binns
Vice-Chairman External liaison to include attendance at Town & Parish Forum Meetings, S.Glos Community Engagement Forum and SevernNet meetings	Ald. P Tyzack
Treasurers of Dep & Ex Inc A/cs Treasurers of Asset Fund A/c	1.Mrs SC Binns 2.Mrs C Woodhouse 3.Ald. P Tyzack 4.Mr K Weeks 1.Mrs SC Binns 2.Mrs C Woodhouse
Footpaths	1.Mrs SC Binns 2.Mr K Weeks 3.Mr M Pruett 4.Mrs H Rickards P.RofW. Officer : Ald. P Tyzack
Northwick Churchyard & Pilning Cemetery	1.Mrs C Woodhouse 2.Mrs S Binns 3.Mr I Roberts (added June 2019) 4.Cemetery Clerk
Finance (Accounts and Precept)	1.Mrs SC Binns 2.Mrs C Woodhouse 3.Ald. P Tyzack 4. Mr K Weeks 5.Mr M Pruett 6.Mr A Smith (added June 2019)
Sevenside Wednesday Club	Mrs C Woodhouse
Village Halls	Pilning – Mr K Weeks Severn Beach – Mr M Pruett
Almondsbury Charities	Mrs H Rickards
Edmonds & Cole	Mr M Pruett
Allotments	Pilning – Mrs S Binns & Mrs H Rickards Severn Beach – Mr K Weeks
Viridor Meetings	Mr K Weeks