

# NOTICE/AGENDA OF PARISH COUNCIL MEETING

I hereby give notice that the meeting of Brockworth Parish Council will be held in Brockworth Community Centre, on **Wednesday 8<sup>TH</sup> January 2020 at 19:00**

**Members of the Council** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

(Committee Clerk)

1.	<b>Attendance to be recorded</b> from Councillors' D Harwood (Chair), L Gerrard, S Stevens, W Stevens, A Georgiou, C Evans, R Hatton, J Mills, G Evans, N John, S McNeil, C Carter C Parry, P Kotwica, T Poulton and Su Stevens
2.	<b>APOLOGIES</b> received and absences to be recorded and authorised where appropriate
3.	<b>DECLARATIONS OF INTEREST</b> to be invited for matters on the agenda
4.	<b>Council to approve application for dispensation from Councillor Poulton</b>
5.	<b>Public session</b> at the discretion of the Chair of the meeting
6.	<b>County and Borough Councillors reports</b> to be presented to the Council (on matters relating to the Parish)
7.	<b>Draft Minutes</b> of the meeting held on 4 <sup>th</sup> December 2019 to be approved and signed
8.	<b>Matters brought</b> forward from previous meeting <ul style="list-style-type: none"> <li>• Remuneration Panel update- Councillor Harwood and Councillor Gerrard</li> <li>• Council to agree ethos for café and lobby area</li> </ul>
9.	<b>Draft minutes from Committees</b> to be noted and to receive verbal report from Chairs of Committees <ul style="list-style-type: none"> <li>• Community Committee</li> <li>• Planning, Highways and Environment – Council to note that PHE Committee have delegated to Cllr C Evans the liaison role with GCC regarding the proposed new Special Needs School</li> <li>• Buildings and Grounds</li> </ul>
10.	<b>Financial reports</b> to be agreed – see supporting papers <ul style="list-style-type: none"> <li>• Bank Reconciliation as at 30<sup>th</sup> November 2019</li> <li>• Payments made since last meeting</li> <li>• Trial balance as at 18<sup>th</sup> December 2019</li> <li>• Report of Reserves as at 18<sup>th</sup> December 2019</li> <li>• Cost Centre budget against actual as at 18<sup>th</sup> December 2019</li> <li>• Payments for approval</li> </ul>
11.	<b>Action plan update – Targets 2019/20</b> <ul style="list-style-type: none"> <li>• <b>Buildings and Grounds Committee-</b> Café improvements- pending Council decision on ethos. Downstairs Office move- in progress Agree s106 potential projects – leisure /sport</li> <li>• <b>Planning, Highways and Environment Committee</b> Agree policy on “green agenda” – agreed policy statements on new roads Agree policy on “garden grabbing” - completed</li> <li>• <b>HR Committee-</b> Staff restructuring in progress</li> <li>• <b>Finance Committee-</b> Review of Contracts in progress Additional internal audit completed- report on agenda</li> <li>• <b>Community Committee</b> Community Events- programme of 4 events has been started with a Working Party led by Councillor Gerrard</li> </ul>

	Newsletter relaunch – issue 1 has been completed
12.	<p><b>Action plan targets 2020/21 as agreed by Committees</b></p> <ul style="list-style-type: none"> <li>• <b>Buildings and Grounds Committee</b> Security of public open spaces Burial ground improvements (s106)</li> <li>• <b>Planning, Highways and Environment Committee</b> Neighbourhood Plan – preliminary work in progress- Working Party to be formed led by Councillor C Evans Speeding restrictions project- budget provision included – Working party to be formed led by Councillor Carter</li> <li>• <b>Community Committee</b> Scarecrow event – preliminary work in progress – Working Party led by Councillor Gerrard</li> <li>• <b>HR Committee</b> – to complete staff restructuring</li> <li>• <b>Finance Committee</b> – to continue to improve Value for Money review/policy</li> </ul>
13.	Council to note <b>decision data base</b> schedule to 20/12/19
14.	Council to consider <b>Interim Internal Audit</b> report for the year 2019/20 carried out 23 <sup>rd</sup> to 27 <sup>th</sup> September 2019
15.	Council to consider the process for <b>replacement youth provision</b> for the Youth Centre and to approve the documents to invite youth provision tenders for the period April 2020 to March 2021 and to create a task and finish group (working party) to shortlist and interview the prospective candidates with a view to Full Council approving at 4 <sup>th</sup> March
16.	Council to consider report on <b>website options</b> plus other software as requested at previous meeting and to agree if it wishes to proceed with <ul style="list-style-type: none"> <li>a) App</li> <li>b) booking software</li> <li>c) integrated Accounting, Cemetery, Asset management software</li> </ul>
17.	Council to consider if it wishes to <b>donate</b> £57 “Save a life donations” to charity as in previous years
18.	Council to consider if it wishes to <b>donate</b> £11.90 “Vicarage Flats fire monies” to a suitable charity
19.	Council to consider if it wishes to nominate a candidate to GAPTC to attend <b>Buckingham Palace Garden Party</b>
20.	Council to consider if it wishes to attend a <b>Service Village Forum Meeting (GRCC)</b>
21.	Council to note report on November <b>Gloucestershire Airport Consultative Committee</b> meeting – Councillor McNeill
22.	Chair to advise that due to confidential and sensitive information, the exclusion of press and public understanding order 10A is necessary for the Council to note <b>draft minutes from HR Committee</b> and other <b>staffing matters</b> update – from Chair of HR Committee
23.	Any other business for future agenda items. No decisions can be made unless items are on agendas which are published at least 3 clear days before a meeting (not including Sundays, day of issue or day of meetings)
24.	Date of next meeting – February 5th 2020 at 7pm
	Meeting to be closed