

**AGENDA OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH  
COUNCIL TO BE HELD ON 5<sup>TH</sup> FEBRUARY 2020 AT THE  
BROCKWORTH COMMUNITY CENTRE AT 7PM**

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- (1) Welcome from Chair of Committee**
- (2) Attendance of those present to be recorded**

Councillors Debbie Harwood (Chair) Craig Carter Chris Evans, Gareth Evans, Louise Gerrard, Andrew Georgiou, Ruth Hatton, Nadia John, Pete Kotwica, Jason Mills, S McNeil, Charlotte Parry, Tracey Poulton, Sara Stevens, Summer Stevens, Wayne Stevens

Members of the public

Invited guests
- (3) Apologies for absence received to be recorded**
- (4) Declarations of interests on matters on the agenda to be received**
- (5) Public session at the discretion of the Chair of Council**
- (6) Approval and signing of draft minutes of previous meeting held on 8<sup>th</sup> January 2020**
- (7) Approval of financial reports and any specific expenditure recommended by Committee (the individual item exceeds Committee approval limits)**
  - (i) Bank Reconciliation
  - (ii) Trial Balance to 27<sup>th</sup> January 2020
  - (iii) Payments made since 1<sup>st</sup> of January 2020 and additional invoices paid on 8<sup>th</sup> of January 2020
  - (iv) Budget against actual year to 27<sup>th</sup> January 2020
  - (v) B&G Committee refer decision on tree works at Nature Reserves quotation a) £1550 or b) £1640
  - (vi) B & G Committee refer decision on tree works at Mill Lane, Horsbere Brook and Burial Ground quotation 1 a) £1100 or b) £1236.25 quotation 2 £1463.50
  - (vii) B & G Committee refer decision on burial ground new row of cremation area in the sum of £3498
- (8) Council are asked to increase the Committee approval limit to £3000 per item to allow for the business of Council to be conducted by Committees in a timely manner provided that the budget for such expenditure has already been approved by Full Council**
- (9) Council are asked to approve the draft standing orders and financial regulations prepared in accordance with the latest NALC (National Association of Local Councils) guidance**
- (10) Council are asked to approve the transfer (vire) of £4k from general reserves for completion its obligation to match funds the Save and Recover project as stated in the grant application agreed by previous Council**

- (11) Council are asked to note correspondence from Brockworth Link regarding the running of the youth Club and the reduced amount to be taken from the Grant approved for 2020/21
- (12) Council are asked to formally appoint independent internal auditor for 2019/20  
Quotations received from GAPTC and Iain Selkirk
- (13) Council to note schedule of updated s106 obligations
- (14) Committee minutes to be noted and decisions to be taken where indicated
  - (a) Buildings and grounds Committee 14<sup>th</sup> January 2020
    - (i) Council are asked to approve a public presentation meeting for security of open spaces to be led by Councillor C Evans
    - (ii) Council are asked to approve a public presentation meeting for Building Ground development project to be led by Councillor C Evans
  - (b) Planning, Highways and Environment Committee 28<sup>th</sup> January 2020.
    - (i) Committee note the resignation of Cllr A Georgiou and ask Council to elect Cllr Poulton as member of the committee
  - (c) HR Committee 29<sup>th</sup> January 2020
  - (d) Council to note decision data base report
- (15) Items raised by Councillors
  - (a) Invitation to representative from Atkins to address Council prior to 4th March meeting – Cllr McNeill
  - (b) Parish Online subscription in the sum of £300 plus VAT – Cllr G Evans
  - (c) Council to receive an update on the Vicarage Court flats fire- Cllr Sara Stevens
  - (d) Recommendation from internal audit report (updated) – Cllr Gerrard
  - (e) Councillors to note full agenda and supporting papers of TBC meeting held on 28/1/20 is available in Councillors room
- (16) Action Plan updates 2019/20
  - (i) B & G Committee – café improvements, downstairs office move (completed) and s106 projects
  - (ii) PHE Committee – green agenda (completed road policy statement), garden grabbing (completed policy statement)
  - (iii) HR Committee -Staff restructuring (in progress)
  - (iv) Finance Committee – review of contracts and internal audit (completed)
  - (v) Community Committee- schedule of community events (ongoing) and Newsletter (ongoing)
- (17) Update on youth provision tender process
- (18) Date of next meeting to be confirmed as 4<sup>th</sup> March 2020 at 7pm
- (19) Meeting to be closed