## Annual Town Council Meeting

# AGENDA

Bradley Stoke Town Council

Council Office

The Jubilee Centre

Savages Wood Road

Bradley Stoke

South Glos BS32 8HL

**www.bradleystoke.gov.uk**

To Councillors: David Addison

Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Terri Cullen

Natalie Field

Jenny James

Dayley Lawrence

Brian Mead

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams

You are hereby summonsed to attend **THE ANNUAL MEETING** of **BRADLEY STOKE TOWN COUNCIL** to be held

at: **7.00pm**

on: **Wednesday 17 May 2023**

at: **Jubilee Centre, Savages Wood Road, BS32 8HL**

The Press and Public are invited to attend.

Yours faithfully

Town Clerk's signature

**Sharon Petela**

Town Clerk

11 May 2023

**AGENDA**

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

Emergency Evacuation Procedure

In the event of a fire alarm, fire drill or other emergency, signalled by the continuous sounding of a bell, please exit from the room via the exit doors indicated and assemble at the meeting point in the car parking area.

Filming/Recording of Meeting

In line with the Openness of Local Government Bodies Regulations 2014, this meeting may/will be filmed/recorded by the Town Council/members of the public

### Welcome and Introductions

1 To elect a Chairman of the Council for the ensuing year and to receive the Chairman's Declaration of Acceptance of Office.

2 To receive any apologies for absence.

3 Resolution relating to Declaration of Acceptance of Office for councillors not present at this meeting

4 To elect a Vice-chairman of the Council for the ensuing year.

5 Applications for Dispensations by Councillors

6 Declarations of interests by members under the Local Government Act 1972

7 To review existing Standing Orders with the following proposed changes:

7.1   To propose changes to Standing Orders, as below:

7.1.1 Amend Standing Order 42.4 to reflect the committee numbers detailed in points a) – d) below to remove proportional representation and replace this with the election of interested Councillors to the committees.

a)      Finance Committee – All Councillors

b)      Leisure, Youth and Amenities – 6 Councillors

c)       Planning and Environment – 6 Councillors

d)      Staffing Committee – 5 Councillors

*Existing Standing Order 42.4 wording:****Where the Town Council consists of Councillors from several different parties, then each committee and/or sub-committee, apart from the Staffing Committee (see 42.5 below) shall consist of seven councillors (plus ex-officio the Chairman and Vice-Chairman) with places allocated in accordance with the number of councillors not members of the majority political group. This to take effect from May 2020.***

7.1.2 To completely delete Standing Order 42.5.

*Existing wording of Standing Order 42.5:The Staffing Committee will be a Special Standing Committee comprised of the Chair, and Vice-Chair of the Council and the Chairs of the other Standing Committees.*

7.1.3 To completely delete Standing Order 43.

*Existing wording of Standing Order 43: The Chairman and Vice-chairman ex-officio shall be voting members of every committee.*

7.1.4 To completely delete Standing Order 47.

*Existing wording of Standing Order 47: The Chairman and Vice-chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.*

7.1.5  To amend Standing Order 1.2 to make meetings of the Full Council monthly

excluding August and December.

Existing wording of Standing Order 1.2: Subject to 2 (below) Full Council meets on the third Wednesday of alternate months, calculated from the Statutory Annual Meetingheld in May.

  7.1.6 To amend Standing Order 1.3 to make Finance Committee meetings the same

evenings as Planning and Environment committee (monthly on fourth Wednesday excluding August and December) and to commence at 6:30pm and P+E committee to commence at 7:30pm.

Existing wording of Standing Order 1.3: Finance Committee meets on the third Wednesday in alternate months to Full Council.

  7.1.7 To amend Standing Order 1.7, to reflect the above.

Existing wording of Standing Order 1.7:All council and committee meetings shall commence at 7.00pm (excluding follow-on meetings).

7.1.8     To amend Standing Order 1.8, to change the time to 9:30pm with a vote taken at 9pm, with a view to extending the meeting.

Existing wording of Standing Order 1.8: No meeting of council, its committees or sub-committees shall extend past 10.30pm. If required, a vote shall be taken by councillors at 10pm with a view to extending the end time of the meeting. Any business not concluded prior to 10.30pm shall be executed at the next appropriate meeting as determined by the chair (s) and Proper Officer.

8 Approval of Standing Committees

8.1 To approve Standing Committees of Council, agree Terms of Reference for Committees and appoint Members of Council to serve on the Standing Committees.

8.1.1 Finance

8.1.2 Planning and Environment

8.1.3 Leisure, Youth and Amenities

8.1.4 Staffing

9 To resolve that Bradley Stoke Town Council continues to meet criteria to exercise the General Power of Competence

10 To appoint Representatives for the following and to grant dispensations for representatives to vote on behalf of the Town Council:

10.1 Almondsbury Charity – Marion Ward (appointed 13th March 2019 for an initial period of 4 years which was extended to 5 years by Almondsbury Charity during COVID-19 pandemic)

10.2 Avon Local Councils Association (2)

10.3 Bradley Stoke in Bloom (1)

10.4 Bradley Stoke Twinning Association (2)

10.5 Emergency Air Operations Base Forum

10.6 Patchway, Filton & The Stokes Communities Against Hate Crime Group (2) – **group no longer in existence, so no representatives required**

10.7 Patchway, Filton & The Stokes Volunteer Centre Steering Group (2) – **group no longer in existence, so no representatives required**

10.8 Press Spokesperson (in conjunction with Town Clerk)

10.9 South Glos Area ALCA Group (3)

10.10 Splatts Abbey Wood Group

10.11 Town & Parish Councils Forum (Chair of Council, or their representative plus Town Clerk)

11 To approve the following Resolution in respect of the main accounts and the petty cash accounts of Bradley Stoke Town Council; that

11.1 The Barclays Bank plc ("the Bank") shall continue as our primary bankers;

11.2 The Bank shall be authorised to honour all cheques, debit card and internet transactions or other orders for payment drawn, made or accepted on our behalf including bills of exchange and promissory notes, even if any such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed by any two (and any one in respect of the petty cash account) in accordance with the specimen signatures;

11.3 The Bank shall act on all specimen signatures in accordance with any instructions, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property;

11.4 The Bank shall be sent a copy of any future resolutions that affect the terms of the above resolutions;

11.5 The Bank shall be sent a copy of any changes in Rules and Regulations or Byelaws;

11.6 The Bank shall be notified of any change of Committee Members;

11.7 The Bank shall be notified in writing of any change of officials authorised to sign on our behalf;

11.8 The Bank shall otherwise continue to operate our accounts in accordance with the mandate.

The above resolution will also apply to the Lloyds Bank account should the financial situation change and/or Council approve changing the primary banker in line with The Financial Regulations.

12 To approve six signatories authorised to sign on Council’s behalf.

13 Appointment of Auditors to the Town Council.

13.1 Note Appointment of External Auditor

13.2 Note of Internal Auditor to the Town Council

14 To receive and approve Statutory Documents requiring the signature of the Chair and Proper Officer.

15 Public Question Time (15 minutes)

*NB: The Meeting may be formally adjourned for this item. Residents of Bradley Stoke wishing to make a statement or ask a question are asked to give their name and address before making their statement or asking their question*

16 To confirm the Minutes of the Council Meeting held on 22nd March 2023 as a correct record.

17 To deal with any matters arising from the Minutes of the Council Meetings held on 22nd March 2023 not covered elsewhere on the Agenda.

17.1 Update on Provision of Leisure Equipment on The Jubilee Green

17.2 Update on Provision of basketball hoops facility at the Jubilee Centre

17.3 Update on possible commencement of Park Run on Three Brooks Nature Reserve

17.4 Update on Public Consultation/meeting with First Bus regarding loss of bus services

17.5 Amendment to Standing Order 78.7 linked to Public Procurement Regulations

18 To receive the Minutes of the Finance Committee held on 19th April 2023 and to deal with any matters referred to Council not covered elsewhere on the Agenda.

18.1 Request from Avon Indian Community Association For a Food Fair at The Jubilee

Centre

19 To receive the Minutes of the Planning and Environment Committee held on 29th March 2023 and 26th April 2023 and to deal with any matters referred to Council not covered elsewhere on the Agenda.

20 To receive the Minutes of the Leisure, Youth & Amenities Committee held on 17th April 2023 and to deal with any matters referred to Council not covered elsewhere on the Agenda.

21 To receive the Minutes of the Staffing Committee held on 27th March 2023 and to deal with any matters referred to Council not covered elsewhere on the Agenda.

22 To deal with the following Financial Matters

22.1 Quotes for Renewal of Town Council Insurance Contract

22.2 To agree any alterations to Financial Regulations

22.3 To Approve Bills and Direct Debits for Payment

23 Miscellaneous matters

23.1 Update to BSTC Communications Policy

23.2 Recommencement of monthly Town Councillors surgery at Willow Brook Centre

23.3 Town and Parish Council Representative on the Avon Pension Fund Committee

23.4 To agree scoring matrix/criteria for Brook Way Activity centre storage building public tender process

23.5 To agree format for bradleystoke.gov.uk councillor email adddresses

24 To confirm the dates of forthcoming meetings.

24.1 31 May Planning and Environment Committee

24.2 19 June Leisure, Youth & Amenities Committee

24.3 21 June Finance Committee

24.4 21 June Extra Full Council

24.5 26 June Staffing Committee