

# Kingswood Town Council

## Council Meeting 14 June 2023

Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

### NOTICE OF COUNCIL MEETING

**MEETING:** Meeting of Kingswood Town Council  
**DATE & TIME:** Wednesday 14th June 2023 at 7.00pm  
**PLACE:** Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR

This is a meeting in public, not a public meeting. If you would like to attend and have any special requirements eg access or a copy of the agenda in another format, eg large print, please contact us.

Agenda and papers are available at - [Town and parish councils | BETA - South Gloucestershire Council \(southglos.gov.uk\)](https://southglos.gov.uk/town-and-parish-councils)

**Donna Ford** PSLCC, FdA, CertHE, CiLCA

Interim Town Clerk

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Kingswood. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

*N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)*

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Kingswood Town Council

# Agenda

<b>1.</b>	<p><b><u>Election of Chair</u></b></p> <p>Members to elect a chair for the municipal year 2023.24</p>
<b>2.</b>	<p><b><u>Election of Vice Chair</u></b></p> <p>Members to elect a vice chair for the municipal year 2023.24</p>
<b>3.</b>	<p><b><u>Apologies for absence and to consider the reasons given</u></b></p> <p>Council to receive apologies for absence and, and if appropriate, to resolve to approve the reasons given.</p>
<b>4.</b>	<p><b><u>Declarations of interest</u></b></p> <p>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.</p> <ul style="list-style-type: none"> <li>• To receive written requests for dispensation for disclosable pecuniary interests.</li> <li>• To grant any request for dispensation as appropriate.</li> </ul>
<b>5.</b>	<p><b><u>Minutes</u></b></p> <p>Members to resolve and sign as a correct record the minutes of Kingswood Town Council Meeting held on 31st May 2023.</p>
<b>6.</b>	<p><b><u>Work Program for the Municipal Year 2023.24</u></b></p> <p>Members to consider any action required</p> <ul style="list-style-type: none"> <li>• Standing Committees and Terms of Reference</li> <li>• Staffing arrangements</li> <li>• Email and postal address for Kingswood Town Council</li> <li>• ICT resource</li> <li>• Banking arrangements and signatories</li> <li>• Planning applications/consultation</li> <li>• Website and Logo</li> <li>• Councillor training</li> <li>• Delegated authority for spending</li> <li>• Forward plan</li> <li>• Finance software</li> </ul>
<b>5.</b>	<p><b><u>Updates from the Clerk</u></b></p> <p>Members to receive any verbal updates from the clerk.</p>

Date of next meeting – Wednesday 12<sup>th</sup> July 2023