



Annual Meeting of Kingswood Town Council on Tuesday 14<sup>th</sup> May 2024 at 7.00pm in the Main Hall of the Park Centre, High Street, Kingswood BS15 4AR

## **SUMMONS**

To Councillors:

Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan

Liam Davis, Alison Evans, Stephen Forsythe (Chair), Maria Ingram-Cotton,

Alex Massey, Caroline Morrell, Kenneth Rabone (Vice Chair), Sean Rhodes.

You are hereby summoned to attend the Annual Meeting of Kingswood Town Council to be held on Tuesday 14<sup>th</sup> May 2024 at 7pm at the Park Centre, High Street, Kingswood for the transaction of the items contained within the attached agenda.

Yours faithfully,

*Charlotte Littlewood*

Charlotte Littlewood, BA (Hons), CILCA, Town Clerk

7<sup>th</sup> May 2024

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.

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.

## **ANNUAL COUNCIL MEETING    AGENDA 14<sup>TH</sup> MAY 2024**

**1. To receive nominations for the post of Chair of the Council**

For councillors to nominate a Chair for the new municipal year

**2. For the Chair to sign their declaration of acceptance of office**

**3. To receive nominations for the post of Vice Chair of the Council**

For councillors to nominate a Vice Chair for the new municipal year

**4. For the Vice Chair to sign their declaration of acceptance of office**

**5. Apologies**

To receive apologies for absence and to consider the reasons given.

**6. Declarations of Interest**

- To receive declarations of interest from councillors in agenda items, in accordance with the Code of Conduct.
- To receive written requests for dispensation for disclosable pecuniary interests.
- To grant any request for dispensation as appropriate.

**7. Minutes of the previous meeting**

To resolve to accept the minutes of the last meeting on 9<sup>th</sup> April 2024 as a true record of proceedings.

**8. To receive draft minutes from the Planning Committee dated 26<sup>th</sup> March 2024** (minutes attached)

**9. To receive minutes from the Finance and Administration Committee dated 26<sup>th</sup> March 2024** (minutes attached)

**10. To receive a recommendation from the Finance and Administration Committee that revised Standing Orders are adopted.**

To receive a verbal update from the town clerk on the revisions and for councillors to adopt the revised Standing Orders.

To note that since the Finance and Administration Committee amended Financial Regulations, a new template and guidance notes have been issued by NALC and the town clerk will amend the template and present to the next Finance and Administration Committee for consideration, and then to full council for adoption.

**11. To note that Kingswood Town Council adopted a suite of necessary policies, including Terms of Reference for Committees and a Scheme of Delegation in 2023/24 and they will be reviewed by the Finance and Administration Committee on a regular basis** (copy of list attached at Appendix A)

**12. To appoint councillors to the following committees**

(to note that the nomination for Chair and Vice Chair for each committee will take place at the first meeting of said committee)

- a. **Planning Committee – Seven Councillors and one substitute member**
- b. **Finance and Administration Committee - Six Councillors and one substitute member**
- c. **Staffing Committee - Four Councillors and one substitute member**

### **13. Confirmation of arrangements for insurance cover in respect of all insurable risks**

To note that the clerk will obtain quotations for insurance cover in due course (to note that current cover is to September 2024)

### **14. Membership of Bodies**

To note that Kingswood Town Council remains a member of the Avon Local Councils Association and the National Association of Local Council and that supports the Clerk to continue to be a Fellow member Society of Local Council Clerks

### **15. To nominate a representative to be the liaison between Kingswood Town Council and the Friends of Kingswood Park as part of the regeneration scheme of the park**

### **16. Members Reports**

To receive verbal updates from any councillors representing Kingswood Town Council at external organisations.

### **17. To receive a draft version of the new Corporate Plan for consideration and adoption**

(Draft copy attached for councillors only)

### **18. To receive a project update from the Town Clerk**

Library Support, Recruitment of new staff, summer floral scheme, building acquisition project, events and the community grant scheme

### **19. Youth Provision in Kingswood**

To receive an update from a representative of the Creative Youth Network on the different types of youth sessions on offer in Kingswood, the activities and support involved, the benefits and outputs and the impact that the financial support from Kingswood Town Council will make on youth provision in the area.

### **20. Planning Applications**

To consider planning applications received for the Parish of Kingswood.

#### **a. Reference: P24/00963/HH**

5 Grace Drive Kingswood South Gloucestershire BS15 4LJ

Erection of a two-storey side and rear extension to ground floor flat to form additional living accommodation.

#### **b. Reference: P24/01020/HH**

95 Glanville Gardens Kingswood South Gloucestershire BS15 9WY

Erection of single storey rear extension to form additional living accommodation.

#### **c. Reference: P24/01010/PNRE**

Deerhurst Nursing Home 10 Deerhurst Kingswood South Gloucestershire BS15 1XH

Prior notification of the intention to install roof mounted solar panels.

#### **d. Reference: P24/00982/HH**

12 Lintham Drive Kingswood South Gloucestershire BS15 9GE

Erection of a two storey side and single storey rear extension to form additional living accommodation.

#### **e. Reference: P24/01085/F**

Land Adjacent 20 Derrick Road Kingswood South Gloucestershire BS15 8DS

Conversion of existing garage and store room to 1 no. detached dwelling with associated works.

#### **f. Reference: P24/01072/PNMD**

1A Regent Street Kingswood South Gloucestershire BS15 8JX

Prior notification for the change of use of part of ground floor from commercial (Class E) to 1 no. dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 as amended.

## 21. Freedom of Information Requests: To note the receipt and action on the FOI Request

To note that a request was made by a resident to provide the exact salaries of the staff of KTC. The response confirmed the salary bands for each role (but not exact point for the individual) and the pay scales for those bands but applied an exemption as data protection regulations protect the rights to privacy of the members of staff.

## 22. Finance

- a. To receive an end of April 2024 bank reconciliation and note the balance of £493,083.18 (for someone other than the Chair to sign the paperwork)
- b. To approve the following payments received in early May 2024  
(Invoices presented for 2 councillors to sign at the meeting)

Company	Item	Invoice No	Amount Net	VAT	Amount Gross
Cloudy It	IT support May	3541	109.40	21.88	131.28
SLCC	Course for Clerk	215739	30.00	6.00	36.00
Brookfield Publishing	Kingswood Voice page N	1684	275.00	55.00	330.00
Amazon	Projector	678	218.04	43.61	261.65
Amazon	Paper	34514	6.66	1.33	7.99
Amazon	Lanyards	6386	22.09	4.45	26.54
Amazon	Brochure Display	AEUI	31.91	6.40	38.31
Amazon	Hi Viz Jackets	2198	22.38	4.47	26.85
Town Clerk	Expenses April 24		54.72	0.00	54.72
Town Clerk	Expenses April 24		226.80	0.00	226.80
The Park Centre	Room Hire	24	68.00	0.00	68.00

- c. To approve a payment of £400 for the planting of planters (Plants, compost, fertilizers) in Kingswood, in conjunction with the Friends of Kingswood Park, that is in addition to the baskets that will be erected by the contractor as part of the Summer Floral Display: For a transfer of funds to the Friends of Kingswood Park (and on receipt of invoices for any unspent funds to be returned) or for the town clerk to place an order with a nursery.

## 23. Date of the next meeting and consideration of items for the agenda

- a. The Annual Town Assembly will be held on Tuesday 28<sup>th</sup> May 2024 at 7pm
- b. The next council meeting will be held on Tuesday 11<sup>th</sup> June (cooption of new councillors for New Cheltenham, Kings Chase North and Lower Soundwell wards)

## List of Polices adopted by Kingswood Town Council in 2023/24

Operational	Date adopted
Standing Orders	18/05/2023
Code of Conduct	18/05/2023
Cooption Policy and Form	09/01/2024
Scheme of Delegation	12/12/2023
Risk Strategy	12/03/2024
Risk Policy	12/03/2024
Risk Register	
Dispensation Policy and Form	09/01/2024
Anti Fraud and Corruption	12/03/2024
TORs Planning Committee	09/01/2024
TORs Staffing Committee	12/12/2023
TORs Finance and Administration Committee	12/12/2023
Health, Safety and Welfare	to do

People	Date adopted
Safeguarding	01/03/2024
Dignity at Work	09/01/2024
Equality and Diversity	01/01/2024
Community Engagement	01/03/2024
Disciplinary and Grievance	09/01/2024
Sickness Absence and Form	09/01/2024
Whistleblowing	12/03/2024
Lone Working	To do
Staff and Cllr Protocol	To do
Training - Staff and Cllrs	To do
Flexible Working	To do
TOIL and leave policy	To do
Officer Code of Conduct	To do

<b>Communications and Information</b>	<b>Date adopted</b>
Complaints	09/01/2024
Website Privacy Notice	18/05/2023
Social Media Policy	12/07/2023
Subject Access Request Procedure	12/03/2024
Publications Scheme FOI	09/01/2024
Data Retention and Disposal	12/03/2024
Data Protection	12/03/2024
Data Breach Procedure	12/03/2024
Communication Policy	12/03/2024
Recording at meetings	01/05/2023
Statement of Community Engagement	12/03/2024
Corporate Plan	to finalise
Annual Report	To finalise

Finance	Date adopted
Financial Regulations	18/05/2022
Reserves Policy	12/03/2024
Procurement Policy	01/01/2024
Grants Scheme	12/03/2024
Contracts Register	01/11/2023
Asset Register	01/11/2023
Annual Budget	09/01/2024
Anti Fraud and Corruption	12/03/2024
Investment Policy	to do
Treasury Management	to do