



## DOWNEND & BROMLEY HEATH PARISH COUNCIL

Mrs Angela Hocking, Clerk to the Council,  
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You are hereby summoned to attend the Annual Meeting of Downend & Bromley Heath Parish Council at Badminton Road Methodist Church, Badminton Road, Downend, Bristol BS16 6NU on Thursday 16 May 2019, 7pm, for the purpose of transacting business as prescribed in the Agenda below.

**I would be most grateful if you could arrive from 6.30pm in order to sign your Declaration of Acceptance of Office prior to the meeting. Thank you.**

Items from the public, if notified to the Clerk of the Council by 12 noon on Wednesday 15 May 2019 will be heard. Any resident of the Parish can address the Council (for no more than 5 minutes) on one agenda item only, make a statement or present a petition. A restriction on the time made available for these items will be at the discretion of the Chair on referral to the Council Members.

Mrs Angela Hocking  
Clerk to the Council

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*Members are reminded that the 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.*  
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### Emergency Evacuation Procedure

In the event of a fire alarm or other emergency, please exit the building via the nearest marked fire exit or safest evacuation route. Please meet at the designated assembly point outside the building.

ANNUAL BUSINESS			
174.1	To elect the Chairman of Downend & Bromley Heath Parish Council for 2019/20	Clerk	10 minutes
174.2	To receive Chairman's Declaration of Acceptance of Office	Chair	
174.3	To fill any vacancies left unfilled at the election by reason of insufficient nominations	Chair	
174.4	To decide when any Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct adopted by the Council which have not been received as provided by law shall be received	Chair	
174.5	To elect Vice Chairman for 2019/20	Chair	
174.6	To receive apologies for absence	Chair	As required
174.7	The Localism Act 2011:- i. To receive Declarations of Interest ii. The General Power of Competence	Chair	As required
174.8	To appoint representatives to committees, working groups and outside bodies	Chair	10 minutes
174.9	To receive Internal Auditor's report	Chair	5 minutes

174.10	External Audit 2018/19 i. To approve Section 1, Annual Governance Statement (as recommended by the Finance & General Purposes Committee) ii. To approve Section 2, Accounting Statements iii. To receive and approve additional year-end financial papers and documentation to accompany the Annual Governance and Accountability Return	Chair	5 minutes
<b>NORMAL BUSINESS PUBLIC, POLICE &amp; PRESENTATIONS</b>			
174.11	Items from the Public	Chair/Public	As required
174.12	Items from the Police	Police	As required
<b>MINUTES AND URGENT ACTIONS</b>			
174.13	Approve Minutes of Meeting held on 21 March 2019	Chair	5 minutes
174.14	Matters Arising and ongoing issues	Clerk	5 minutes
174.15	Urgent Actions	Clerk	As required
<b>REPORTS FROM COMMITTEES AND WORKING GROUPS / MATTERS FOR DISCUSSION</b>			
174.16	<b>Finance and General Purposes</b> i. Payment of accounts ii. Account balances iii. Recommendations from Committee meeting held 5 April 2019 iv. Bank account signatories v. Date of next Committee meeting	Clerk	10 minutes
174.17	<b>Planning Committee</b> i. To note the Minutes of the meetings held during April ii. Date of next Committee meeting	Chair	5 minutes
174.18	<b>Working Group Reports</b> i. Date of meeting to review Business Plan ii. Creation of Working Group re. Co-op car park consultation	Chair	5 minutes
174.19	<b>South Gloucestershire Council</b> Councillors to consider verbal reports from South Gloucestershire Councillors	South Glos. Councillors	5 minutes
<b>PROPOSALS</b>			
174.20	Proposal to proceed with a footpath through Bromley Heath Playing Fields, as detailed in the attached report	Chair	10 minutes
<b>OTHER MATTERS TO NOTE</b>			
174.21	Overview of Annual Assembly March 2019	Chair	5 minutes
174.22	Correspondence	Clerk	
<b>COUNCILLORS' CONCERNS</b>			
174.23	Councillors' to raise any other businesses or urgent concerns i. Volunteers for C in the Park / Heathfest ii. Clerk's annual leave	Full Council	5 minutes
<b>MEETING CLOSES</b>			