

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

Mrs Angela Hocking, Clerk to the Council,  
Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
Tel No: 0117 9567001 / E-mail: [clerk@dbhparishcouncil.co.uk](mailto:clerk@dbhparishcouncil.co.uk) / [www.downendbromleyheath.org](http://www.downendbromleyheath.org)

You are hereby summoned to attend the Annual Meeting of Downend & Bromley Heath Parish Council in the Grace Room, Downend Baptist Church, Salisbury Road, Downend, Bristol BS16 5RA on Thursday 17 May 2018, 7pm, for the purpose of transacting business as prescribed in the Agenda below.

Items from the public, if notified to the Clerk of the Council by 12 noon on Wednesday 16 May 2018 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

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.*

## 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			
164.1	To elect the Chairman of Downend & Bromley Heath Parish Council for 2018/19	Clerk	10 minutes
164.2	To receive Chairman's Declaration of Acceptance of Office	Chair	
164.3	To elect Vice Chairman for 2018/19	Chair	
164.4	To receive apologies for absence	Chair	As required
164.5	To receive Declarations of Interest under the Localism Act 2011	Chair	As required
164.6	To appoint representatives to committees, working groups and outside bodies	Chair	10 minutes
164.7	To receive Internal Auditor's report for year end	Chair	5 minutes
164.8	External Audit 2017/18 i. To approve Section 1, Annual Governance Statement 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
NORMAL BUSINESS PUBLIC, POLICE & PRESENTATIONS			
164.9	Items from the Public	Chair/Public	As required
164.10	Items from the Police	Police	As required

<b>MINUTES AND URGENT ACTIONS</b>			
164.11	Approve Minutes of Meeting held on 26 April 2018	Chair	5 minutes
164.12	Matters Arising and ongoing issues	Clerk	5 minutes
164.13	Urgent Actions	Clerk	As required
<b>REPORTS FROM COMMITTEES AND WORKING GROUPS / MATTERS FOR DISCUSSION</b>			
164.14	<b>Finance and General Purposes</b> i. Payment of accounts ii. Spend to date against budgets and account balances iii. Spending in accordance with Business Plan iv. Recommendations from Committee meeting held 3 May 2018	Clerk	10 minutes
164.15	<b>Planning Committee</b> To note the Minutes of the meetings held during April & May	Cllr Mike Baker	5 minutes
164.16	<b>Working Group Reports</b> Councillors confirm acceptance of the working groups' reports:- i. Sports Pitches Working Group - Proposal for bin replacements and repairs at King George V ii. Working Practices/Disaster Recovery Working Group - Proposal for the purchase of tablets and setup of G Suite as part of GDPR review, all as detailed in attached report, along with other recommendations on future business processes iii. Defibrillator Working Group iv. Business Plan Working Group v. WW1 Beacons of Light Working Group vi. Hill House Park vii. Bromley Heath Park	Cllr Ben Burton  Cllr Ben Burton  Cllr Martyn Poole	10 minutes
164.17	<b>Review Working Group Matters and New Issues</b> i. Councillors to decide if any matters need referring to working groups or objectives need changing ii. Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk • GDPR update / appointment of Data Protection Officer • South Gloucestershire Boundary Review	Chair	10 minutes
164.18	<b>South Gloucestershire Council</b> Councillors to consider verbal reports from South Gloucestershire Councillors	South Glos. Councillors	5 minutes
<b>PROPOSALS</b>			
164.19	i. To approve the Leases and Licences in connection with Badminton Road, King George V and Bromley Heath Playing Fields (emailed to members in advance of the meeting) ii. To approve the purchase and installation of a litter bin, Badminton Rd iii. To approve the way forward in respect of Christmas Lighting	Cllr Ben Burton	10 minutes
<b>OTHER MATTERS TO NOTE</b>			
164.20 164.21	Overview of Annual Assembly April 2018 Correspondence	Chair Clerk	10 minutes
<b>COUNCILLORS' CONCERNS</b>			
164.22	Councillors' to raise any other businesses or urgent concerns.	Full Council	5 minutes
<b>MEETING CLOSES</b>			