

**Minutes of the Parish Council Annual General Meeting 2023  
Held on 18<sup>th</sup> May 2023 at 7.00PM at Stoke Gifford Retirement Village**

**Present:** - Cllrs Andrew Badger (AB), Bethan Candlin (BC), Anil Mishra (AM), Rajanataraj Sivaraj (RS), Srinivasa Boinapally (SB), Anthony Hyde (AH), Nirav Mithani (NM), Prasanna Ramarathnam (PR).

Interim Clerk – Graham Smith

**1. Apologies for Absence**

None

**2. Public Participation**

Two members of the public were in attendance to observe.

**3. Election of Chairman of the Council.**

- 3.1. A nomination to elect Cllr Anthony Hyde (AH) as Chairman of the Council was received from Prasanna Ramarathnam (PR) & seconded by (RS). Carried unanimously

**AGM23.01 Resolved:** The election of (AH) as Chairman of the Council was carried unanimously.

- 3.2. (AH) declared acceptance of office.

**4. Adoption of Standing Orders**

Cllrs had view of proposed Standing Orders as presented within the agenda packs by South Gloucestershire Council. (PR) proposed that the Standing Orders as presented be adopted (RS) seconded, carried unanimously.

**AGM23.02 Resolved:** The adoption of Standing Orders as presented was carried unanimously.

**5. Adoption of Financial Regulations**

Cllrs had view of proposed (NALC) model Financial Regulations as presented within the agenda packs by South Gloucestershire Council. (NM) proposed that the Financial Regulations as presented be adopted (PR) seconded, carried unanimously.

**AGM23.03 Resolved:** The adoption of Financial Regulations as presented was carried unanimously.

**6. Adoption of Councillor Code of Conduct**

Cllrs had view of proposed Councillor Code of Conduct as presented within the agenda packs by South Gloucestershire Council. (PR) proposed that the Councillor Code of Conduct as presented be adopted (BC) seconded, carried unanimously.

**AGM23.04 Resolved:** The adoption of Councillor Code of Conduct as presented was carried unanimously.

**7. Election of Vice Chairman of the Council.**

- 7.1. (PR) was willing to stand. A nomination to elect (PR) as vice Chairman of the Council was proposed by (NM) & seconded by (SB) and carried unanimously.

- 7.2. **AGM23.05 Resolved:** The Election of Prasanna Ramarathnam as Vice-Chair of the Council was carried unanimously.

**8. Confirmation of interim arrangements for the Clerk of the Council**

(Interim Clerk) advised councillors of their options, these being to seek SGC for advice, to seek advice from NALC to utilise the services of a locum Clerk or to use the services of the current interim clerk. Councillors unanimously agreed to request the services of the current interim clerk. (Interim Clerk) agreed.

- 8.1. **AGM23.06 Resolved:** To utilise the services of the interim clerk for a further six meetings and to assist and advise with the set-up arrangements of the council charged at the same rate as to SGC.

**9. Initial Budget for the Council**

Cllrs had view of proposed initial budget and precept arrangement as presented within the agenda packs by South Gloucestershire Council. (PR) expressed concerns relating to issues that will arise relating to the transfer of reserves of £80,000 from Stoke Gifford Council who had collected reserves from residents within the newly formed Stoke Park & Cheswick council over the years and

believes that the residents of this council should benefit from the collected reserves. (Interim Clerk) advised that this is a separate matter from the agenda item which merely seeks to approve the budget / precept to enable monies to be released to the council as soon as a bank account is set up. (AB) stated that the item relating to reserves be discussed as a matter of urgency at subsequent meetings.

(SB) proposed that the budget and precept arrangement as presented by South Gloucestershire Council be adopted (PR) seconded, carried unanimously.

**AGM23.07 Resolved:** The approval of budget arrangements and precept as presented was carried unanimously.

#### **10. Work program for the civic year to March 2024**

Councillors discussed the formation of appropriate sub-committees and the members of each.

*(NB - both the Chair and Vice Chair are automatic members of all sub-committees.)*

- 10.1. Planning Committee – All Parish Councillors are members of the Planning Committee
- 10.2. Finance Committee - All Parish Councillors are members of the Finance Committee
- 10.3. Staffing Committee – (AM) and (SB) agreed to stand alongside Chair and Vice Chair on the staffing committee. All Cllrs unanimously agreed.

#### **11. Next Full Council Meeting**

The next meeting was agreed to take place on Tuesday 6<sup>th</sup> June at 7PM at the Stoke Gifford retirement village.

**Meeting Closed at 19.53 PM**

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