

CLEVEDON TOWN COUNCIL  
44 Old Street, Clevedon, BS21 6BU  
Telephone. 01275 877815 email: office@clevedon.gov.uk



Dear Member,

24<sup>th</sup> July 2024

You are hereby summoned to attend the Council meeting of Clevedon Town Council to be held in the Council Chamber, Council Offices on Wednesday 31<sup>st</sup> July 2024 at 7.30pm

A handwritten signature in black ink, appearing to read 'Tony Jay'.

Tony Jay  
Locum Town Clerk

#### AGENDA

##### PUBLIC PARTICIPATION

To enable members of the public to make comment or ask questions for a period not exceeding 20 minutes with no more than 5 minutes per individual, dependent on the number wishing to speak. Also, to enable any Councillor declaring a prejudicial interest on items on the agenda to comment or provide information under the Code of Conduct section 12 (2).

- 1769 To receive and approve apologies for absence.
- 1770 To receive declarations of interest for items on the agenda.
- 1771 To receive and approve the minutes of the Council meeting dated 26<sup>th</sup> June 2024 – attached.
- 1772 To note and consider the content of the Annual Internal Audit Report 2023-2024 to the Full Council.
- 1773 To receive and approve the Annual Governance Statement 2023-2024.
- 1774 To receive and approve the Annual Accounting Statement 2023-2024.
- 1775 To note the appointment of Tony Jay as Clevedon Town Council clerk.
- 1776 To consider and approve the purchase of an annual subscription to the Scribe Accountancy and Allotment Management system.
- 1777 To note the engagement of the services of a Locum Responsible Financial Officer.
- 1778 To receive and confirm the recommendations of the Finance and General Policy Committee to change the Town Council's website provider to Parish Council Websites.
- 1779 To receive and confirm the recommendations of the Finance and General Policy Committee to adopt a Document and Data Retention Policy.
- 1780 To review and agree the budget heading amounts for 2024-2025 financial year.

*Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.*

**The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B**

- 1781 To consider a request from the Clevedon Community Lights Group for a donation of £15,000 towards the cost of the 2024 Christmas light display in the town.
- 1782 To consider and agree a request from the Land Yeo Friends for the Town Council to write a letter to North Somerset Council regarding the problems of flooding in the town.
- 1783 To consider a report listing requests for expenditure from the Climate Emergency Working Group.
- 1784 To receive an update regarding The Barn.
- 1785 To receive the Clerk's report.
- 1786 To receive the Chairman's Report
- 1787 To receive information from Clevedon North Somerset Councillors relating directly to Clevedon.
- 1788 To resolve to exclude members of the public and the press for the following agenda items as it is likely that there would be disclosure to them of exempt information as specified in Schedule 12A (as amended) of the Local Government Act 1972.

The following items will be discussed under s.1(2) Public Bodies (Access to Meetings) Act 1960 due to the confidential staffing issues discussed

- 1789 To agree the terms of the Town Clerk's contract of employment.
- 1790 To consider an amendment to the contract of a member of staff.
- 1791 To consider and approve the arrangements for the recruitment of a Deputy Town Clerk.

Date of next meeting – To be decided

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