

**EXTRAORDINARY MEETING**

**AGENDA OF CHARLTON HAYES PARISH COUNCIL**

**HELD AT AEROSPACE BRISTOL, HAYES WAY, BRISTOL, BS34 5BZ ON 19th SEPTEMBER 2025 AT 2PM**

# Andrew Davies

Andrew Davies

**PARISH CLERK**

E: clerk@charltonhayesparishcouncil.gov.uk

The Chair will begin the formal business of the Council which is open to the Public to attend; during the meeting there is an opportunity for Members of the Public to speak -

please see item 05.

Visit the website to view all supporting papers for the agenda below. CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

## A G E N D A

### WELCOME & EVACUATION PROCEDURE

Chair to welcome members and public and announce evacuation procedure.

### APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given LGA 1972 s85(1). In addition to the risk assessment that the Council has carried out for face-to-face meetings, any Councillor or Staff who do not feel safe attending a meeting, due to medical grounds or risk to immediate family members, will not be required to attend and absence will be authorised.

### DECLARATIONS OF INTEREST

* 1. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).
  2. To receive declarations of interest from Councillors on items on the agenda.
  3. To receive written requests for dispensations for disclosable pecuniary interests (if any).
  4. To grant any requests for dispensation as appropriate.

### EXCLUSION OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission to Meetings) Act (as amended) 1960.

1. **CHAIR’S ANNOUNCEMENTS**

### ITEMS FROM THE PUBLIC

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by email or letter to the Chairman or Parish Clerk). As issues raised in the public session may not relate to items on the agenda, no resolution for action can be taken. Members of the Public who would like to speak but who are not able to attend are encouraged to email clerk@charltonhayesparishcouncil.gov.uk and register their request.

1. **CHRISTMAS LIGHTS INSTALLATION, REMOVAL & STORAGE**

Review and approve costs provided by South Gloucestershire Council to install, remove and store.

1. **MINUTES OF CHARLTON HAYES PARISH ON TUESDAY 16th Sep 2025**

To confirm and sign as accurate record of the minutes of the Council held on 16th Sep 2025.

1. **ACCOUNTS FOR PAYMENTS**

To review and approve October 25 payments & schedule of items of expenditure and issuing of payments.

1. Review official bank statement: 15th Aug 2025 – 15th Sep 2025
2. Payroll software services provider – ratification
3. Payment approval for Litter collection by SGC
4. Any other payments that RFo presents
5. **Anti-Social Behaviour**

Cllr’s to discuss measures necessary for ASB

1. **UNITY BANK**
2. Cllr’s to discuss, agree signatories for UNITY bank.
3. Approve new Natwest Bank account mandate for RFO and nominate Councillors

1. **Appointment for Avon Pension Fund**

Cllr’s to review and approve motion to approve appointment of Avon Pension Fund as pension provider

1. **DATE OF NEXT PARISH MEETING**

Tuesday 18th November 2025 at Aerospace Bristol, Hayes Way, BS34 5BZ at 7PM.