



Pilning & Severn Beach Parish Council

ANNUAL MEETING

Meeting at St Peter's Church Cross Hands Road,
Pilning at 7pm
Tuesday 7th May 2024

1. PRESENT

Mike Pruett (MP); Peter Tyzack (PT) Olga Taylor (OT); Nick Davies (ND) Jet O'Neill (JO),
Victoria Bywater (VB) and five residents of the parish.

2. ELECTION OF CHAIRMAN

The retiring Chairman sought nominations for the election of the new Chairman. Nomination
of Nick Davies Proposed VB seconded PT, there being no other candidates Nick Davies
(ND) was elected chairman.

Acceptance of office signed.

3. ELECTION OF VICE CHAIRMAN

ND asked for nominations for Vice Chairman, Peter Tyzack (PT) was nominated by ND and
seconded JO,

Agreed unanimously.

1 TO APPOINT REPRESENTITIVES REGARDING THE FOLLOWING 2023/2024 REPRESENTITIVES

a) Chairman

Ex officio on all subgroups, except for the staffing committee,
Nick Davies

b) Vice-Chairman,

Peter Tyzack

c) Treasurers of Dep & Ex Inc A/cs

Olga Taylor, Mike Pruett, Peter Tyzack, Nick Davies

d) Treasurers of Asset Fund A/c

Olga Taylor, Mike Pruett, Peter Tyzack, Nick Davies

e) Footpaths & cycle paths,

Mike Pruett, Peter Tyzack

f) Northwick Churchyard & Pilning Cemetery,

Ian S Roberts, Peter Tyzack, Cemetery Clerk

g) Finance (Accounts and Precept),

Olga Taylor, Mike Pruett, Peter Tyzack, Nick Davies, Jet O'Neill, Victoria Bywater

h) Village Halls,

Custodian Trustee Pilning – Victoria Bywater

Severn Beach – Peter Tyzack

i) Almondsbury Charities,

Victoria Bywater

j) Edmonds & Cole,

Mike Pruett

k) Allotments,

Pilning – Sue Binns\$ & Heather Rickards\$

Severn Beach – Kevin Weeks\$

l) SevernNet,

Peter Tyzack

m) South Gloucestershire Community Engagement Forum,

Vacant

n) Town & Parish Forum,

Peter Tyzack

o) Flood Warden,

Nick Davies

p) Neighbourhood Plan Steering Group

Nick Davies

q) Staffing Committee,

Peter Tyzack, Mike Pruett & Olga Taylor

r) Public transport including FoSBR (now Bristol Rail Campaign)

Olga Taylor (OT)

s) Northwick Tower Working Group

Ian S Roberts (ISR), Nick Davies, Peter Tyzack (PT)

\$ Former Councillors wishing to continue volunteering in this role to report to the Parish Clerk

After discussion the list above was agreed en-bloc

Proposed MP and seconded PT Agreed unanimously

4. Confirmation of Parish Insurance

The Clerk informed the meeting that the Parish insurance will be changing with Pilning Village Hall once again undertaking their insurance themselves. The Clerk confirmed that quotes are being sought with Community First Insurance, Zurich Insurance and Gallagher's. The

fall-back position would be to continue with Gallaghers should other quotes not be suitable.

ND proposed Agreed unanimously.

5. Review and approve Parish Council standing orders and direct debits

The Clerk circulated a list of ongoing standing orders and direct debits

ND proposed Agreed unanimously

6. Review and approve the Annual Governance Statement (section 1).

The Clerk had circulated the AGAR form section 1 previously and approval was given for this section of the accounts,

Signed by the Chairman and Clerk.

7. Review and approve the Accounting Section Statement (section 2).

The Clerk had circulated the AGAR form section 2 previously and approval was given for this section of the accounts,

Signed by the Chairman and Clerk.

8. Approval of Parish Council Policies (reviewed January 2023).

Policies agreed and approved.

Agreed unanimously.

9. Appointment of the auditor for Parish Council.

The Clerk has approached Mr Michael Archer-Smith to undertake the 2023-2024 audit.

Agreed unanimously.

10. Approval of Minutes from Annual Meeting of Electors held on Tuesday 3rd April 2023.

The Clerk had circulated the minutes from the Annual Parish Meeting previously

Unanimously agreed as a true record of the meeting and signed by ND.

There being no other business the meeting closed at 19:25