

Democratic Services

Guildhall, High Street, Bath BA1 5AW

Telephone: (01225) 477000 *main switchboard*

Direct Lines - Tel: 01225 395090

Web-site - <http://www.bathnes.gov.uk>

Date: 9 June 2015

E-mail: Democratic_Services@bathnes.gov.uk

To: The Chairperson and Clerk of each Parish and Town Council in Bath & North East Somerset and the Chairpersons of Parish Meetings

Copy to :

Group Leaders:

Cabinet Members:

Chief Executive and other appropriate officers

Press and Public

Dear Member

Parishes Liaison Meeting: Wednesday, 17th June, 2015

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 17th June, 2015 at 6.30 pm** in the **Community Space, Keynsham - Market Walk, Keynsham**.

The agenda is set out overleaf.

Yours sincerely

Sean O'Neill
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Sean O'Neill who is available by telephoning Bath 01225 395090 or by calling at the Guildhall Bath (during normal office hours).
2. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Sean O'Neill as above.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet www.bathnes.gov.uk/webcast An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Sean O'Neill as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

5. **Attendance Register:** Members should sign the Register which will be circulated at the meeting.

6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

7. Emergency Evacuation Procedure

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Parishes Liaison Meeting - Wednesday, 17th June, 2015

at 6.30 pm in the Community Space, Keynsham - Market Walk, Keynsham

A G E N D A

1. WELCOME AND INTRODUCTIONS

The Chair of Bath and North East Somerset Council, Councillor Ian Gilchrist, will welcome everyone to the meeting.

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure.

3. APOLOGIES FOR ABSENCE

4. URGENT BUSINESS AS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared

5. MINUTES: 25 FEBRUARY 2015 (Pages 7 - 12)

6. PRESENTATION BY THE LEADER OF THE COUNCIL, COUNCILLOR TIM WARREN

Councillor Warren's presentation will include information on:

- review of the previous administration's policies
- fracking policy and licensing
- broadband
- gypsy and traveller sites
- Connecting Communities

7. COUNCIL STRUCTURE (Pages 13 - 20)

The Meeting is requested to note the attached information:

1. Cabinet Portfolios.
2. Remit of Scrutiny Panels.
3. Council Decision-Making Structure.

8. COUNCIL'S MONITORING OFFICER

Vernon Hitchman, the former Bath and North East Somerset Monitoring Officer, retired on 29th May 2015. His successor, Maria Lucas, will address the meeting.

9. PRESENTATION BY MATT ATKINSON, PRINCIPAL OF CITY OF BATH COLLEGE

Matt Atkinson, Principal of Bath City College, will brief the meeting on the merger of Bath City College with Norton Radstock College.

10. DATES OF FUTURE MEETINGS

Meetings are scheduled for:

21st October 2015

24th February 2016

The Committee Administrator for this meeting is Sean O'Neill who can be contacted on 01225 395090.