

Parish of Exmoor
Notice of the ANNUAL PARISH MEETING
Followed by the
Annual Meeting of the Parish Council

Councillor(s): A Vigers, J Chanter, F Schott, A Chapman
Also District Cllr S Pugsley, County Cllr F Nicholson

I hereby give notice that the **Annual Parish Meeting** of the Parish Council of the above named parish will be held at **The Exmoor Forest Inn, Simonsbath on Tuesday 21st May 2019 at 7.30pm**, which will be followed by the **Annual Meeting of the Parish Council**.

All members of the Council invited to attend the Annual Parish Meeting.
All members of the Council are hereby summoned to attend the Annual Meeting of the Parish Council for the purpose of considering and resolving upon the business at the meeting as set out hereafter.

To comply with the Local Government Act 1972, the Annual Parish Meeting must take place between 1 March and 1 June (both inclusive) in each year. The meeting cannot start before 6pm. The Annual Parish Meeting is not the Parish Council's AGM and should not be confused with the Annual Meeting of the Parish Council, which must be held in May and is a meeting of the council.

Charlotte Hornsby

Charlotte Hornsby - Parish Clerk

Hunt House, Honeymead, Simonsbath, Somerset, TA24 7JX

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Annual Parish Meeting:

Business to be transacted:

1. Welcome by the Chairman
2. Minutes of the 2018 annual parish meeting (previously circulated)
3. Approval of Minutes of the last meeting
4. Report about the last 12 months within the Parish (read by the chairman)
5. Closure of meeting

Annual Meeting of the Parish

Business to be transacted

01/19 Election of Chairman

02/19 Co-option of new members

Including details of training available for all Cllrs

03/19 Election of vice Chairman and appointment of representatives

Vice Chairman

Exmoor Panel

Consultative Forum

Simonsbath Steering Group

- 04/19 Apologies for Absence**
- 05/19 Declarations of Notifiable Interests**
DoNI can be brought to the attention of the chairman at the actual point of concern during the meeting.
- 06/19 Approval of Minutes held on**
- 07/19 Matters Arising from these Minutes**
- 08/19 Finance Report**
Approval of Clerk's pay and exp' for 1st July for PAYE data cheque to be signed and dated 5th July 2018
Approval of Insurance quote and cheque to be signed
Report from Internal Auditor
Approval of gift vouchers for the Internal Auditor
Presentation of 2018/2019 accounts (previously circulated) and Adoption Accounts and Bank Reconciliation to be signed
- 09/19 Section 1 of Audit:** Annual governance statement 2018/19
- 10/19 Section 2 of Audit:** Accounting statements 2018/19
- 11/19 Code of Conduct, Standing Orders and GDPR:** (Previously circulated) to be reviewed and Adopted
- 12/19 Highways**
- 13/19 Planning** **6/14/19/104** Duredon Farm, Simonsbath, Somerset
 6/14/19/105 Boeveys Tea Room, Simonsbath, Exmoor, Minehead, Somerset
- 14/19 Parish Maintenance**
- 15/19 Correspondence**
- 16/19 District and County Councillors**
- 17/19 Report from Parish Council representatives of other groups**
Exmoor Panel
Consultative Forum
Simonsbath Steering Group
- 18/19 Date of next meeting**
Thursday 25th July 2019 – Sportsman Inn, Sandyway (tbc)
- Future meeting dates:
Thursday 26th September 2019 – The Exmoor Forest Inn, Simonsbath (tbc)
Thursday 28th November 2019 – The Sportsman Inn, Sandyway (tbc)
Thursday 30th January 2020 – The Exmoor Forest Inn, Simonsbath (tbc)
Thursday 26th March 2020 – The Sportsman Inn, Sandyway (tbc)
Thursday 21st May 2020 – The Exmoor Forest Inn, Simonsbath (tbc)