

**PLEASE NOTE THE PARISH COUNCIL MEETING WILL BE  
STARTING AT 6.15PM**

**Parish of Exmoor**

Notice of the ANNUAL PARISH MEETING

Followed by the

Annual Meeting of the Parish Council

The Old School, Simonsbath on Monday 2nd June 2025 at 6.15pm

**Councillor(s):** F Schott, T Gowlland, C O'Connor, J Wright

I hereby give notice that the **Annual Parish Meeting** of the above-named parish will be held at **The Old School, Simonsbath on Monday 2nd June 2025 at 6.15pm**, which will be followed by the **Annual Meeting of the Parish Council**.

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.

*Rebecca Tomalin*

**Rebecca Tomalin - Parish Clerk**

The Old Rectory, Withypool, Minehead, Somerset, TA24 7QP

Tel: 01643 831638 Email: [exmoorparishcouncil@gmail.com](mailto:exmoorparishcouncil@gmail.com)

**Annual Parish Meeting:**

Business to be transacted:

1. Welcome by the Chairman
2. Minutes of the 2024 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

**39/25 Election of Chair**

**40/25 Questions from the public:** Previously emailed to the clerk for an official record to be kept. Any member of the public may make a presentation to the meeting (no longer than three minutes) by submitting a written summary to the Clerk no later than 12 hours prior to the meeting, by email. Alternatively, the Clerk will read the statement out in full if the member of the public is unable to attend in person

**41/25 Apologies for Absence**

- 42/25 Co-option of Councillor**
- 43/25 Election of Vice Chair and appointment of representatives**  
 Vice Chair  
 Exmoor LCN  
 Highways Warden  
 Simonsbath & Exmoor Heritage Trust
- 44/25 Declarations of Notifiable Interests:** Can be raised at specific points during the meeting
- 45/25 Approval of the Minutes of the last meeting held on 13/03/2025 and Emergency Planning Meeting held on 07/05/2025**
- 46/25 Matters arising from the minutes of 13/03/2025 and 07/05/2025**
- 47/25 Somerset Councillors Report:**
- 48/25 Planning:** none at the time the agenda was issued
- 49/25 Finance Report**
- Invoices for Approval at May meeting - Clerk's pay and exp Apr – June 25, PAYE due to HMRC; Insurance;
  - Councillor Training
  - Bank Mandate – review authorised signatories
  - Presentation of 2024/25 accounts (previously circulated)
  - Bank reconciliation
  - Report from Internal Auditor
  - Approval of donation to the British Red Cross as requested by Internal Auditor
  - Approval and signature of 2024/25 Accounts and Bank Reconciliation
- 50/25 Audit - Certificate of Exemption:** Approval and Signature
- Total annual gross income for the authority 2024/25 £4,500
  - Total annual gross expenditure for the authority 2024/25 £2,265
- 51/25 Section 1 of Audit:** Annual governance statement 2024/25 – Approval and Signature
- 52/25 Section 2 of Audit:** Accounting statements 2024/25 – Approval and Signature
- 53/25 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives:** (Previously circulated) to be reviewed
- 54/25 Highways:** (i) Salt Bin
- 55/25 Parish Maintenance:**
- 56/25 Correspondence:**
- 57/25 Report from Simonsbath & Exmoor Heritage Trust**
- 58/25 Report from other groups including Exmoor LCN, Exmoor Consultative Forum, Henry Leigh Trust**
- 59/25 Chair's Notices**
- 60/25 Items for next Agenda**
- 61/25 Date and time of next meeting:** Thursday 31<sup>st</sup> July 2025

Future meeting dates – tbc

Thursday 25<sup>th</sup> September 2025  
 Thursday 27<sup>th</sup> November 2025  
 Thursday 29<sup>th</sup> January 2026  
 Thursday 26<sup>th</sup> March 2026