

Parish of Withypool and Hawkridge

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

**Councillor(s): A Howard (Chairman), K Branfield, T Lloyd, A Collins,
District Councillor S Pugsley & County Councillor F Nicholson**

I hereby give notice that the **ANNUAL PARISH MEETING**, (to which all electors are invited to attend) of the above-named parish will be held at **Withypool Village Hall on Tuesday 14th May 2019 at 7.30pm.**

This 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.

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

Tel: 01643 831535/07527 077721 Email: withypoolhawkridgeparishclerk@gmail.com

Annual Parish Meeting:

Business to be transacted:

1. Welcome by the Chairman of 2018/19
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

Henry Leigh Trust

Withypool Village Hall

Hawkridge Village Hall

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 **6/42/19/101** Halsgrove House, Sparrows Lane, Withypool, Somerset

14/19 Parish Maintenance

15/19 Parish Gardens

16/19 Parish Common Land

17/19 Correspondence

18/19 District and County Councillors

19/19 Report from representatives of other groups

Exmoor Panel
Consultative Forum
Henry Leigh Trust
Withypool Village Hall
Hawkridge Village Hall

20/19 Date of next meeting

Tuesday 2nd July 2019 – Hawkridge Village Hall at 7.30pm

Future Meeting dates:

Tuesday 10th September – Withypool Village Hall

Tuesday 12th November – Hawkridge Village Hall

Tuesday 14th January – Withypool Village Hall

Tuesday 10th March – Hawkridge Village Hall

Tuesday 12th May – Withypool Village Hall