

**Parish of Withypool and Hawkridge**  
Notice of both the ANNUAL PARISH MEETING 2021  
Followed by  
Annual Meeting of the Parish Council 2021  
Tuesday 18<sup>th</sup> May 2021 – Withypool Village Hall – 7.30pm

**Councillor(s): A Howard (Chair), K Branfield, A Collins, J Down, T Lloyd, P. Soltau, W Lock,**

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 18<sup>th</sup> May 2021 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](mailto:withypoolhawkridgeparishclerk@gmail.com)

**Annual Parish Meeting:**

Business to be transacted:

1. Welcome by the Chairman of 2020/21
2. Minutes of the 2019 annual parish meeting (previously circulated)
3. Approval of Minutes of the last meeting
4. Report about the last 24 months within the Parish (read by the chairman)
5. Closure of meeting

**Annual Meeting of the Parish:**

Business to be transacted:

**37/21 Election of Chairman**

**38/21 Election of vice Chairman and appointment of representatives**

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

**39/21 Apologies for Absence**

**40/21 Declarations of Notifiable Interests**

DoNI can be brought to the attention of the chairman at the actual point of concern during the meeting.

**41/21 Approval of Minutes held on**

**42/21 Matters Arising from these Minutes 09/03/21**

**43/21 Finance Report**

- Approval of Clerk's last pay and exp for May
- Approval of Insurance quote £184.13 BHIB insurance CH to pay by card as they are not taking cheques- PC to reimburse CH.

- Start of 2021-22 tax year – before precept of £3500 Nat West account had £8001.69
- Report from Internal Auditor
- Approval of gift vouchers for the Internal Auditor – to be paid to clerk to get
- Presentation of 2020/21 accounts (previously circulated) and adoption
- Accounts and Bank Reconciliation to be signed

**44/21 Audit - Certificate of Exemption:**

- Total annual gross income for the authority 2020/21 £4263
- Total annual gross expenditure for the authority 2020/21 £3442
- (Positive £821)

**45/21 Audit - Section 1: Annual governance statement 2020/21**

**46/21 Audit - Section 2: Accounting statements 2020/21**

**47/21 Code of Conduct, Standing Orders, GDPR & Aims and Objectives:** (Previously circulated) to be reviewed and Adopted

**48/21 Clerk Vacancy**

**49/21 District and County Councillors**

**50/21 Highways**

**51/21 Planning** none when agenda was published

**52/21 Parish Maintenance**

**53/21 Parish Gardens: (i) Tender accepted for plot** (discussed in private before the meeting)

**54/21 Correspondence**

**55/21 Report from representatives of other groups**

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

**56/21 Date of next meeting**

Tuesday 13<sup>th</sup> July 2021 – Hawkridge Village Hall at 7.30pm - tbc

Future Meeting dates - tbc

Tuesday 14<sup>th</sup> September – Withypool Village Hall

Tuesday 9<sup>th</sup> November – Hawkridge Village Hall

Tuesday 11<sup>th</sup> January – Withypool Village Hall

Tuesday 8<sup>th</sup> March – Hawkridge Village Hall

Tuesday 10<sup>th</sup> May – Withypool Village Hall

NB: Cllrs to stay on after the meeting to discuss the new clerks pay scale – this will not be a public meeting.