

**Parish of Withypool and Hawkridge**  
Notice of both the ANNUAL PARISH MEETING 2022  
Followed by  
Annual Meeting of the Parish Council 2022  
Tuesday 17<sup>th</sup> May 2022 – Withypool Village Hall – 7.30pm

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

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 17<sup>th</sup> May 2022 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.

In an election year the Annual Meeting of the Parish Council must be held on or within 14 days following the day on which members of the council take office, this date being 9<sup>th</sup> May 2022.

*Rebecca Tomalin*

**Rebecca Tomalin - Parish Clerk**

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

Email: [withypoolhawkridgeparishclerk@gmail.com](mailto:withypoolhawkridgeparishclerk@gmail.com)

Website: [www.parish-council.com/WithypoolandHawkridgeParishCouncil](http://www.parish-council.com/WithypoolandHawkridgeParishCouncil)

**Annual Parish Meeting:**

Business to be transacted:

1. Welcome by the Chairman of 2021/22
2. Minutes of the 2021 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. Format and timing of the Annual Parish Meeting
6. Closure of meeting

**Annual Meeting of the Parish Council:**

Business to be transacted:

**38/22 Election of Chairman**

**39/22 Election of vice Chairman and appointment of representatives**

Vice Chairman

Exmoor Panel

Consultative Forum

Henry Leigh Trust

Withypool Village Hall

Hawkridge Village Hall

**40/22 Apologies of Absence**

**41/22 Declarations of Acceptance of Office**

- 42/22 Declarations of notifiable interests** Can be raised at specific points of the meeting.
- 43/22 Approval of the Minutes** of the previous meeting on 09/03/2022
- 44/22 Matters arising from the Minutes** of 09/03/2022:
- 45/22 Finance Report:** (i) Invoices - Clerks Salary & Expenses Mar – May 22, Renewal of BHIB Insurance, SALC Election Training (to be shared with Exmoor PC), SWT Election Fee  
(ii) Councillor Training  
(iii) Bank Mandate – review authorised signatories  
(iii) Internal Audit – report from internal auditor. Approval of donation to British Red Cross  
(iv) Presentation of 2021/22 accounts  
(v) Bank reconciliation  
(vii) Approval and signature of 2021/22 accounts and bank reconciliation
- 46/22 Audit - Certificate of Exemption:** Approval and Signature
- Total annual gross income for the authority 2021/22 £4,339
  - Total annual gross expenditure for the authority 2021/22 £3,100
- 47/22 Audit - Section 1:** Annual governance statement 2021/22 – Approval and Signature
- 48/22 Audit - Section 2:** Accounting statements 2021/22 – Approval and Signature
- 49/22 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives:**  
(Previously circulated) to be reviewed and adopted
- 50/22 Report by the County & District Councillors**
- 51/22 Broadband Scheme – PC acting as Guarantor**
- 52/22 Highways** (i) HGV Sign Sparrows Lane
- 53/22 Planning:** None at time agenda was issued
- 54/22 Parish Gardens:**
- 55/22 Parish Maintenance:**
- 56/22 Chairman’s Notices:**
- 57/22 Correspondence:**
- 58/22 Report from representatives of other groups:**
- Withypool Village Hall
  - Hawkridge Village Hall
  - Henry Leigh Trust
  - Exmoor Panel
  - Consultative & Parish Forum
- 59/22 Parish Community** – including the social media page update, events by other groups not listed in 58/22: (i) Queens Jubilee celebrations

**60/22 Items for July 2022 agenda**

**61/22 Date and time of next meeting:**

12<sup>th</sup> July 2022 at 7.30pm at Hawkridge Village Hall to be confirmed

Future Meeting dates - tbc

Tuesday 13<sup>th</sup> September 2022 – Withypool Village Hall

Tuesday 8<sup>th</sup> November 2022 – Hawkridge Village Hall

Tuesday 10<sup>th</sup> January 2023 – Withypool Village Hall

Tuesday 14<sup>th</sup> March 2023 – Hawkridge Village Hall