

Parish of Withypool and Hawkridge
Notice of both the ANNUAL PARISH MEETING 2024
Followed by
Annual Meeting of the Parish Council 2024
Tuesday 7th May 2024 – 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 7th May 2024 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.

Members of the public are invited to attend. There will be a period of public participation and members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.30pm, providing the notice period has been complied with. Please see Public Participation Notice on the website and noticeboard. **If there are no items from the public, the official meeting will commence at 7.30 pm.**

Yours sincerely

Rebecca Tomalin

Rebecca Tomalin - Parish Clerk

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

Email: withypoolhawkridgeparishclerk@gmail.com

Website: www.parish-council.com/WithypoolandHawkridgeParishCouncil

Annual Parish Meeting:

Business to be transacted:

1. Welcome by the Chairman of 2023/24
2. Minutes of the 2023 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 Council:

Business to be transacted:

41/24 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 more than three minutes), by submitting a written summary to the Clerk no later than 24 hours prior to the meeting by email.

Alternatively, the Clerk will read the statement out in full.

42/24 Election of Chair

43/24 Election of Vice Chair and appointment of representatives

Vice Chair

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

44/24 Apologies of Absence

45/24 Declarations of notifiable interests Can be raised at specific points of the meeting.

46/24 Approval of the Minutes of the previous meeting on 12/03/2024

47/24 Matters arising from the Minutes of 12/03/2024

48/24 Report by Somerset Councillors:

49/24 Planning: none at the time the agenda was issued

50/24 Broadband Scheme

51/24 Highways – (i) Signage Tarr Steps (ii) Drainage Hawkridge

52/24 Finance Report: (i) Invoices - Clerks Salary & Expenses Mar – May 24, Insurance, A Blackmore Hedge Cutting
(ii) Councillor Training
(iii) Bank Mandate – review authorised signatories
(iv) Savings Account update
(v) Presentation of 2023/24 accounts
(vi) Bank reconciliation
(vii) Internal Audit – report from internal auditor. Approval of donation to charity
(viii) Approval and signature of 2023/24 accounts and bank reconciliation

53/24 Audit - Certificate of Exemption: Approval and Signature

- Total annual gross income for the authority 2023/24 £4,675
- Total annual gross expenditure for the authority 2023/24 £5,106

54/24 Audit - Section 1: Annual governance statement 2023/24 – Approval and Signature

55/24 Audit - Section 2: Accounting statements 2023/24 – Approval and Signature

56/24 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives:
Previously circulated – annual review

57/24 Parish Gardens: (i) Plot C Update

58/24 Parish Maintenance:

59/24 Flood Group Plan (PS):

60/24 Chairman's Notices:

61/24 Correspondence:

62/24 Report from representatives of other groups:

Withypool Village Hall

Hawkridge Village Hall

Henry Leigh Trust

Exmoor LCN

Consultative & Parish Forum

63/24 Parish Community – including the social media page update, events by other groups not listed in 62/24

64/24 Items for July 2024 agenda

65/24 Date and time of next meeting:

9th July 2024 at 7.30pm at Hawkridge Village Hall to be confirmed.

Future Meeting dates - tbc

Tuesday 10th September – Withypool Village Hall

Tuesday 12th November – Hawkridge Village Hall

Tuesday 14th January – Withypool Village Hall

Tuesday 11th March – Hawkridge Village Hall