

WITHYCOMBE PARISH COUNCIL

Clerk: Ms Sam Rawle, 60 Paganel Road, Minehead TA24 5EY

Tel: 01643 703514 Email: clerk@withycombepc.co.uk

Chair: Richard Barnham

16th May 2024

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Wednesday 22nd May 2024 at 7.00 pm** in the **Memorial Hall** for the purpose of transacting the following business.

Sam Rawle

Clerk to the Council

THE PUBLIC AND PRESS ARE INVITED TO ATTEND THE MEETING

PUBLIC FORUM

Prior to the start of the meeting there will be an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman), to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Withycombe Parish.

The public forum will be 15 minutes maximum

AGENDA

1. **Election of Chair**
2. **Election of Vice Chair**
3. **Apologies**
4. **Co-option of Councillors**
5. **Declaration of Interests and Dispensations**
6. **To approve the minutes of the following meetings:**
Meeting held 4th March 2024.
7. **Updates/matters arising from last meeting (if not already covered by an agenda item)**
8. **Reports from Somerset Council Councillors**
9. **To discuss current Highway Matters**
Higher Rodhuish Road

10. Planning – none received

11. Finances

Bank Reconciliation up to 31st March 2024

Income and Expenditure up to 31st March 2024

To note reserves as at 31st March 2024

12. To approve the following accounts for payment:

Sloane & Sons (Combe Lane bench)

£249.00

Zurich (Annual PC Insurance)

amount to be confirmed

To note urgent payments already made (previously agreed via email)

Per Lindstrand (grounds maintenance August 23-April 24)

£360.00

To note receipt of the Parish Precept

£8,500

13. To approve the Asset Register 2024

14. To receive the Internal Audit report

15. Annual Governance & Accountability Return 2023-24

To confirm that the Council wishes itself as exempt from the limited assurance review as it has income/expenditure of less than £25,000 for 2023/24

To approve Section 1 Annual Governance Return 2023-24

To approve Section 2 Final Statement of Accounts 2023-24

16. Play Area/Community Area

To receive any updates

17. Bus Shelters – to discuss cleaning & maintenance

18. Parish Newsletter – to receive any updates

19. Flood Plan – to receive any updates

20. Date of next meeting – to set a date in June to sign off Annual Accounts 23/24

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. Items for the next meeting to be held on Wednesday 10th July 2024 should be with the Clerk at least 14 days before the meeting.

If any member of the public wishing to attend the meeting has special requirements (mobility or sensory impairment) please contact the Clerk. If anyone would like to receive a copy of the agenda via email please contact the Clerk

Sam Rawle Clerk to Withycombe Parish Council (Tel 01643 703514) e mail: clerk@withycombecp.co.uk