

WITHYCOMBE PARISH COUNCIL

Clerk: Ms Sam Rawle, 60 Paganel Road, Minehead TA24 5EY
Tel: 01643 703514 Email: clerk@withycombepc.co.uk
Chairman: Mr Steven Hansford

21st June 2022

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Monday 27th June 2022** at **7.00 pm** in the **Memorial Hall** for the purpose of transacting the following business.

Sam Rawle
Clerk to the Council

PUBLIC FORUM

Prior to the start of the meeting there will be an opportunity for members of the public to participate before the start of the meeting by asking questions, raising concerns, or making comments on matters affecting Withycombe Parish.

Please note that Members of the public cannot take part in the meeting, except by special invitation of the Chairman.

AGENDA

1. Apologies
2. Receive declarations of interest from Councillors
3. To approve the minutes of the following meetings:
 - 3.1 Meeting held 24th May 2022 (attached)
4. Co-option of Councillors
5. Review of Standing Orders and Financial Regulations (attached)
6. Risk Assessment and Management June 2022 (attached)
7. Asset Register June 2022 (attached)
8. Bank Reconciliation April/May (to follow)
9. Budget Monitoring April/May (to follow)
10. To receive the report from the Internal Auditor and agree action (attached)

11. Annual Governance Return 2021-22 (attached)

11.1 To note that Withycombe Parish Council certifies as exempt from a limited assurance review

11.2 To approve the Annual Governance Statement for 2021-22

11.3 To approve Final Statement of Accounts for 2021-22

12. To approve the following accounts for payment:

Mr A Giles (Internal Audit)

£105.00

Adverts for Clerk's post in WSFP (paid by Clerk & re-imbursed)

£210.00 (inc VAT)

13. To note income received:

Donations received for Titholes Play Area:-

Mrs Snook - £1000

Mr & Mrs Maynard - £250.00

Mr & Mrs Cottrell - £200.00

14. Titholes Play Area/Community Area

14.1 To discuss and agree play area fence options

14.2 To discuss options for play area surface

14.3 To discuss creation of improved access path to community/play area

14.4 To discuss hedge planting in communal area

14.5 To agree bench/picnic table requirements

14.6 Agree purchase of dog bin

14.7 Discuss planting of wildflower bank

14.8 Update on grant applications submitted

15. Adoption of Safeguarding Policy (to follow)

16. Withycombe Hill

15.1 Discuss quotes for tree work

15.2 Installation of Benches – Donation from Cllr Hansford

17. Representation on Parish Housing Forum (email already circulated 23 May)

18. Parish Council Cllr Vacancies

19. Items of Interest for Next Meeting

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 Monday 5th September 2022 should be with the Clerk at least 14 days before the meeting.

The Public are welcome to attend. 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@withycombepc.co.uk

THE PUBLIC AND PRESS ARE INVITED TO ATTEND THIS MEETING