


2 May 2019

Dear Councillor

You are hereby summoned to attend the **Annual Council meeting of Watchet Town Council** to be held in the Council Chamber, Swain Street, Watchet on **Monday 13 May 2019 at 7.00pm** for the purpose of transacting the following business.

Members of the public are invited to address the Town Council for 15 minutes commencing at approximately 6.45pm. Please see the Public Participation notice.

Yours faithfully



Sarah Reed
Clerk to the Council

A G E N D A

1. Election of Chairman
2. To receive the Chairman's declaration of acceptance of office
3. To receive Apologies for Absence (LGA 1972, section 85 (1))
4. Election of Vice Chairman
5. To appoint Committees
 - a. Environment & Planning
 - b. Finance & General Purposes & Cemetery
 - c. Tourism & Leisure
 - d. Grievance Panel – 3 members
 - e. Appeals Panel – 3 members
6. Appointment of Representatives to other bodies
 - a. Memorial Ground Management Committee - 1 member
 - b. Museum Committee – 2 members
 - c. Twinning Society – 1 member
 - d. WACET - 1 member
 - e. Friends of the Flatner – 1 member
 - f. St Decumans Charity – 4 year term - appointed until 2022
 - g. Harbour Advisory Committee/ Harbour Board – 1 member
 - h. Area Panel – 2 members
 - i. Minehead & Watchet CCTV Group – 1 member
 - j. West Somerset Advice Bureau – 1 member
 - k. Carnival Committee – 1 member
 - l. Somerset Association of Local Councils – 1 member
 - m. Watchet Conservation Society – 1 member
 - n. Watchet Coastal Communities Team – 1 member
 - o. Dementia Alliance Committee – 1 member
 - p. Quantock Foodbank – 1 member
7. Subscriptions to be paid annually- *Clerk to report at the meeting*
8. Inspection of deeds in the custody of the Council
9. To agree a review of the following:
 - **Financial Regulations** – *Report will be issued by the Clerk at the June meeting for approval*
 - **Cheque Signatories** – *report will be issued at the June meeting*
 - **Health & Safety Policies and documentation-** *Update from the EH&S Designated Officer*
 - **To consider the appointment of a new Solicitor** – *Report from the Clerk*

To be followed by a normal meeting of the Council to transact the following business:

- 10. Declarations of Interest:** Watchet Town Council's Code of Conduct (adopted on 9 July 2012) Issued in accordance with the Localism Act 2011, and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI No: 1464
- 11. To confirm and sign the Minutes** of the Town Council meeting held on 8 April 2019 (LGA 1972, Sch 12 Para 41 (1))
- 12. Chairman's Report** – verbal
- 13. Reports from Principal Authority Members:**
County Cllr Davies, District Cllrs (to be confirmed) **and to receive questions from the floor**
- 14. Reports from Representatives of outside bodies, Verbal – no decisions**
- 15. To receive and sign the minutes of the following Committees and to adopt the Resolutions and Recommendations contained therein** (LGA 1972, Sch 12, Para 41)
 - Watchet Community Centre Management Committee (9 April 2019)
 - Tourism & Leisure Committee (11 April 2019)
 - Finance & General Purposes Committee (15 April 2019)
 - Environment & Planning Committee (18 April 2019)
- 16. Verbal reports from sub-committees, working groups, and other outside organisations where Watchet Town Council does not have representation**
(Notification to the Clerk prior to the meeting)
- 17. Reports from Working Groups:** - Any relevant paperwork will be issued at the meeting
 - (i) **Library** – *update and recommendations*
- 20. Matters of Correspondence-** Correspondence is addressed on a daily basis and filed, the file is available for all councillors to inspect at their leisure.
The Clerk will report on any relevant correspondence
- 21. Accounts for payment** – To adopt the April schedule (to be paid in May) – *The schedule is circulated to all members during the meeting for their consideration*
- 22. To note matters for the next meeting-** no discussion or decisions made