



WILLITON PARISH COUNCIL

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Dear Councillor

27th April 2016

You are hereby summoned to attend the Annual Meeting of the Williton Parish Council to be held on **Tuesday 3rd May 2016** at 7.15 pm, at Parish Council Office, Williton for the purpose of transacting the following business. If there are no items from the public the meeting will commence at **7pm**.

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 7.00pm, providing the notice period has been complied with. Please see Public Participation Notice.

Yours sincerely

Michelle Francis
Clerk to the Council

AGENDA

- 16/01 Election of Chairman and receipt of declaration of acceptance of office**
- 16/02 Election of Vice Chairman**
- 16/03 Appointment of Councillors to Committees and agreement of days and dates of meetings** (dates attached)
 - 16/03.1 Finance and Administration Committee
 - 16/03.2 Environment and Planning Committee
 - 16/03.3 Personnel Committee (3 members)
 - 16/03.4 Grievance Committee (3 members)
 - 16/03.5 Appeals Panel (3 members)
- 16/04 Appointment of Representatives to Outside Bodies** (attached last year's list)
- 16/05 Inspection of the Deeds in the custody of the Parish Council**
- 16/06 To adopt Standing Orders and Code of Conduct in line with recommendations** (attached)
- 16/07 To adopt Grievance Procedure** (attached)
- 16/08 To note apologies for absence and approve reason, where appropriate**
- 16/09 Declarations of Interest**
- 16/10 Minutes of the last meeting held on 4th April 2016 for approval** (attached)
- 16/11 Matters from the Minutes – for the purpose of report only**
 - 16/11.1 (Item 15/247.2) Hinkley C Nuclear Power Station
- 16/12 Report from Avon and Somerset Constabulary**
- 16/13 Report from Somerset County Councillor**
- 16/14 Report from West Somerset District Councillors - Williton Ward**
- 16/15 Clerk's/Chairman's Notices**
- 16/16 Correspondence**
 - 16/16.1 To note contents of correspondence log (attached)
- 16/17 Report from Environment & Planning held on 11th April 2016 and any recommendations for approval** (attached)
- 16/18 Report from Finance & Admin Committee held on 18th April 2016 and any recommendations for approval** (attached)
 - 16/18.1 To note the provisions as at 31st March 2016 (attached)
- 16/19 To receive any accounts for payment not covered by Finance and Admin Committee**

- 16/20** Report from Annual Parish Assembly held on 27th April 2016
- 16/21** Report from West Somerset Voluntary Sector Forum held on 12th April 2016
- 16/22** Report from EDF Transport Forum held on 28th April 2016
- 16/23** (Item 15/261) Neighbourhood Plan
- 16/24** (Item 15/259) Regional Youth Council
- 16/25** (Item 15/260) Community Bus Service – Doniford to Williton & Employment Hub
- 16/26** To pass resolution to exclude the Press and Public from the remainder of the meeting
- 16/27** (Item 15/267) Public Toilets
- 16/28** Insurance Renewal
- 16/29** End of Year Audit
- 16/30** Matters for the next meeting to be held on Monday 6th June 2016, Parish Office