



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

28th April 2021

You are hereby summoned to attend the Annual Meeting of the Williton Parish Council to be held on **Tuesday 4th May 2021** 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.

Covid-19: changes to how we hold Parish Meetings

- Following changes to government rules, Williton Parish Council will use video conferencing for the purpose of this Parish Meeting.
- Councillors will use "Zoom" to take part in the meetings and vote on agenda items.
- Members of the Public who wish to attend the meeting via video conferencing, or wish to submit statements, questions and petitions ahead of the meetings please contact the Parish Clerk at clerk@willitonpc.org.uk

Topic: Annual Meeting

Time: May 4, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/96807666957?pwd=Y2hsYk5DRG0rU1JmL054ZU1jTnNVOT09>

Meeting ID: 968 0766 6957

Passcode: 059172

Yours sincerely

Michelle Francis
Clerk to the Council

A G E N D A

To advise the recording of the meeting – Chairman

- 21/01 Election of Chairman and receipt of declaration of acceptance of office**
- 21/02 To note apologies for absence and approve reason, where appropriate**
- 21/03 Declarations of Interest**
- 21/04 Election of Vice Chairman**
- 21/05 Appointment of Councillors to Committees and confirmation of days and dates of meetings (forwarded 28.04.21)**
 - 21/05.1 Finance and Administration Committee
 - 21/05.2 Environment and Planning Committee
 - 21/05.3 Personnel Committee (3 members)
 - 21/05.4 Grievance Committee (3 members)
 - 21/05.5 Appeals Panel (3 members)
- 21/06 Appointment of Representatives to Outside Bodies (attached last year's list)**
- 21/07 Inspection of the Deeds in the custody of the Parish Council (available to view in the office prior to meeting)**
- 21/08 To re-adopt Standing Orders and Code of Conduct in line with recommendations (forwarded 28.04.21)**
- 21/09 Minutes of the last meeting held on 6th April 2021 for approval (attached)**
- 21/10 Matters from the Minutes – for the purpose of report only**
 - 21/10.1 Youth Council (Cllr McDonald) – no update
 - 21/10.2 Community Fibre Partnership – no update
- 21/11 Report from Avon and Somerset Constabulary**
- 21/12 Report from Somerset County Councillor**

21/13	Report from West Somerset District Councillors - Williton Ward
21/14 21/14.1	Clerk's/Chairman's Notices Williton Window Report – (Cllr White on rota for next edition)
21/15 21/15.1	Correspondence To note contents of correspondence log (attached)
21/16	Report from Environment & Planning held on 12th April 2021 and any recommendations for approval (attached)
21/17 21/17.1	Finance & Admin Committee - No Report as meeting was cancelled due to mourning period for HRH Prince Philip, Duke of Edinburgh To note the provisions as at 31 st March 2021 (attached)
21/18	Events Committee - No Report as meeting was cancelled due to mourning period for HRH Prince Philip, Duke of Edinburgh
21/19	To receive any accounts for payment not covered by Finance and Admin Committee
21/20	Quantock Hills JAC Meeting – to note report (forwarded 28.04.2021)
21/21	Health and Safety – meeting has been scheduled for 26 th May 2021 – to note
21/22	Report from Annual Parish Assembly held on 28th April 2021
21/23	Report from site meeting with Aller Mead Management Company re possible footpath (Cllr Peeks)
21/24	Future Meetings – if legislation stands and ability to hold virtual meetings is not extended, to decide upon venue and possible change of times or to consider delegation to clerk in conjunction with Chairman and Vice Chairman.
21/25 21/25.1	Emergency Town Centre Recovery Fund Update regarding Working Group
21/26	Privacy Notice – to consider adoption (attached)
21/27	Matters for the next meeting to be held on Monday 7th June 2021
21/28	To pass resolution to exclude the Press and Public from the remainder of the meeting
21/29 21/29.1	Somerset West and Taunton Council – Proposed Lease for Letting of Former Public Conveniences and Store at Killick Way, Williton. To consider agreement of lease