



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

30th April 2025

You are hereby summoned to attend the Annual Meeting of the Williton Parish Council to be held on **Tuesday 6th May 2025** 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

A G E N D A

To advise the recording of the meeting

- 25/01 Election of Chairman and receipt of declaration of acceptance of office**
- 25/02 Conduct of Meeting including Code of Conduct and Respect for others at Meeting**
- 25/03 To note apologies for absence and approve reason, where appropriate**
- 25/04 Declarations of Interest**
- 25/05 Election of Vice Chairman**
- 25/06 Appointment of Councillors to Committees and confirmation of days and dates of meetings (attached)**
- 25/06.1 Finance and Administration Committee
- 25/06.2 Environment and Planning Committee
- 25/06.3 Personnel Committee (3 members)
- 25/06.4 Grievance Committee (3 members) To be appointed if needed
- 25/06.5 Appeals Panel (3 members) To be appointed if needed
- 25/06.6 Events Sub Committee (1 member)
- 25/06.7 Village Emergency Response Group (2 members)
- 25/07 Appointment of Representatives to Outside Bodies (attached last year's list)**
- 25/08 Co-option of Councillors**
- 25/09 To Re-adopt Standing Orders (attached)**
- 25/10 Re-Adopt Council Policies and Procedures (all reviewed and adopted in the last 12 months as dated)**
Copies are available on the Parish Council website

	Policy	Date Adopted	Item Number
i	Code of Conduct	01.07.2024	24/93.3
ii	Financial Regulations	03/02/2025	24/274.4
iii	Anti Bullying	01/07/2024	24/93.4
iv	Audio/Visual Recording	05/08/2024	24/125.2
v	Complaints Procedure	05/08/2024	24/125.3
vi	Death of a Senior National Figure	05/08/2024	24/125.6
vii	Dignity at Work-Bullying Harassment	05/08/2024	24/125.4
viii	Employee and Councillor Privacy Notice	05/08/2024	24/125.5
ix	EPC Good Practice Code	05/08/2024	24/125.7
x	Equal Opportunity	03/06/2024	24/64.3
xi	Eye Test and Glasses	07/10/2024	24/167.3
xii	Grant Application	07/10/2024	24/167.4
xiii	IT and Electronic Communication	07/10/2024	24/167.6
xiv	Privacy Notice	05/08/2024	24/125.8
xv	Publication Scheme	07/10/2024	24/167.8
xvi	Retention & Disposal Policy	04/11/2024	24/195.3
xvii	Risk Management	03/06/2024	24/64.2

	Policy	Date Adopted	Item Number
xvii	Safe operating systems	03/02/2025	24/274.6
xviii	Safeguarding	04/11/2024	24/195.4
xix	Scheme of Delegation	04/11/2024	24/195.5
xx	Unreasonably Persistent / Vexatious	07/10/2024	24/167.9

- 25/11 Insurance Renewal**
- 25/12 Schedule of Meetings** – confirmation of dates (attached)
- 25/13 Deeds in the custody of the Parish Council** – held with solicitors – to note
- 25/14 Minutes of the last meeting held on 7th April 2025 for approval** (attached)
- 25/15 Matters from the Minutes** – for the purpose of report only
- 25/16 Report from Avon and Somerset Constabulary**
- 25/17 Report from Somerset Councillors**
- 25/18 Clerk's/Chairman's Notices**
- 25/19 Correspondence**
25/19.1 To note contents of correspondence log (attached)
- 25/20 Report from Environment & Planning held on 14th April 2025 and any recommendations for approval** (attached)
- 25/21 Report from Finance & Admin Committee held on 28th April 2025 and any recommendations for approval** (attached)
25/21.1 To note the provisions as at 31st March 2025 (attached)
25/21.2 Detailed Receipts and Expenditure Analysis as at 31st March 2025 (attached) – to note
- 25/22 AGAR** – End of Year Annual Governance Report
- 25/23 Report from Events Sub Committee held on 9th April 2025** – to note and agree Parish Council events (attached)
- 25/24 To receive any accounts for payment not covered by Finance and Admin Committee** (To be given at the meeting)
- 25/25 Health and Safety**
- 25/26 Verbal Report from Annual Parish Assembly held on Tuesday 22nd April 2025**
- 24/27 Community Speed Watch** – to receive report from Cllr Denton
- 24/28 Community Review Project**
- 24/29 Local Community Network** – (draft minutes forwarded 30.04.2025)
- 24/30 Flood / Village Response Group**
- 24/31 Parish Newsletter and Advertiser** (attached)
- 24/32 Matters for the next meeting to be held on Monday 2nd June 2025**