



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

29th April 2026

You are hereby summoned to attend the Annual Meeting of the Williton Parish Council to be held on **Tuesday 5th May 2026** 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

- 26/01 Election of Chairman and receipt of declaration of acceptance of office**
- 26/02 Conduct of Meeting including Code of Conduct and Respect for others at Meeting**
- 26/03 Health and Safety, including Housekeeping – to receive any reportable concerns**
- 26/04 To note apologies for absence and approve reason, where appropriate**
- 26/05 Declarations of Interest**
- 26/06 Election of Vice Chairman**
- 26/07 Appointment of Councillors to Committees and confirmation of days and dates of meetings (attached)**
 - 26/07.1 Finance and Administration Committee
 - 26/07.2 Environment and Planning Committee
 - 26/07.3 Personnel Committee (3 main members and 2 reserves)
 - 26/07.4 Grievance Committee (3 members) To be appointed if needed
 - 26/07.5 Appeals Panel (3 members) To be appointed if needed
 - 26/07.6 Events Sub Committee (1 member)
 - 26/07.7 Village Emergency Response Group (2 members)
 - 26/07.8 SALC Representative
- 26/08 Appointment of Representatives to Outside Bodies (attached last year's list)**
- 26/09 To reaffirm General Power of Competence**
- 26/10 To Re-adopt Standing Orders (attached)**
- 26/11 Review Code of Conduct (attached)**
- 26/12 Review Financial Regulations (attached)**
- 26/13 Deeds in the custody of the Parish Council – held with solicitors – to note**
- 26/14 Minutes of the last meeting held on 7th April 2026 for approval (attached)**
- 26/15 Matters from the Minutes – for the purpose of report only**
- 26/16 Report from Avon and Somerset Constabulary**
- 26/17 Report from Somerset Councillors**
- 26/18 Clerk's/Chairman's Notices**
- 26/19 Correspondence**
 - 26/19.1 To note contents of correspondence log (attached)
- 26/20 Report from Environment & Planning held on 13th April 2026 and any recommendations for approval (attached)**

26/21	Report from Finance & Admin Committee held on 20th April 2026 and any recommendations for approval (attached)
26/21.1	To note the provisions as at 31 st March 2026, as presented to FAC (attached)
26/21.2	Detailed Receipts and Expenditure Analysis as at 31 st March 2026, as presented to FAC (attached) – to note
26/22	AGAR – End of Year Annual Governance Report - update
26/23	Report from Events Sub Committee held on 9th April 2026 – to note and agree Parish Council events (attached)
26/24	To receive any accounts for payment not covered by Finance and Admin Committee (To be given at the meeting)
26/25	Verbal Report from Annual Parish Assembly held on Tuesday 20th April 2026
26/26	Local Community Network – (draft minutes forwarded 22.04.2026)
26/27	Flood / Village Response Group
26/28	Report from site meeting regarding the Closed Watchet Cemetery
26/29	Former Library Building - update
26/30	To exclude members of the Press and Public for the following item, due to Personnel sensitivity
26/31	To receive a report from the Personnel Meeting, held on Thursday 23rd April 2026 and any recommendations for approval
26/32	To invite members of the press and public to re-enter the meeting
26/33	Matters for the next meeting to be held on Monday 1st June 2026