

10 May 2022

Dear Councillor

You are hereby summoned to attend the **Annual Council Meeting of Watchet Town Council** to be held in the Watchet Visitor Centre, Harbour Road, Watchet on **Monday 16 May 2022 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 & Staffing
 - c. Recreation & Tourism
 - 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. Market House 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 2023
 - g. Harbour Advisory Committee/ Harbour Board – 1 member
 - h. Minehead & Watchet CCTV Group – 1 member
 - i. Citizens Advice WS – 1 member
 - j. Carnival Committee – 1 member
 - k. Somerset Association of Local Councils – 1 member
 - l. Watchet Conservation Society – 1 member
 - m. Watchet Coastal Community Team – 1 member
 - n. Dementia Alliance Committee – 1 member
 - o. Quantock Foodbank – 4-year term – appointed until 2023
 - p. Watchet Plastic Free Steering Group- 1 member
 - q. Bickwatch EV Pilot Project – 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 and adopt the following policies
 - Financial Regulations - review
 - Standing Orders- review
 - Cheque Signatories- review
 - Scheme of Delegation – adopt (*See Appendix 1a*)
 - Model Code of Conduct – adopt (*See Appendix 1b*)

- **Health & Safety Policies and documentation-** *Update from the EH&S Designated Officer*

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 4 April 2022 (LGA 1972, Sch 12 Para 41 (1))
- 12. Update Reports**– verbal
 - Chairman
 - Clerk
- 13. Reports from Principal Authority Members:**
County Cllr Davies, and Cllrs Aldridge and Whetlor **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)
 - Tourism & Leisure Committee (7 April 2022)
 - Finance & General Purposes Committee (11 April 2022)
 - Environment & Planning Committee (14 April 2022)
- 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
 - Library** – *update and recommendations*
 - Climate Change** – *update and recommendations*
- 18. Former Taxi Office:**
 - Update and recommendations- *report by the Clerk*
- 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