


5 September 2023

Dear Councillor

You are hereby summoned to attend the meeting of **Watchet Town Council** to be held in the Watchet Visitor Centre, Harbour Road, Watchet on **Monday 11 September 2023 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

- 23/37 To receive Apologies for Absence (LGA 1972, section 85 (1) –
- 23/38 To receive any **Declaration of Interests** under 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 –
- 23/39 **Town Council Minutes** - To confirm and sign the Minutes of the Full Council meeting held on the 10 July 2023 (LGA 1972, Sch 12 Para 41 (1) *circulated prior to the meeting via **Appendix 1***
- 23/40 **Reports:**
- Chair- verbal
  - See Clerks report:
    1. Awareness of scams
    2. Lease for the Market House Museum – *to approve draft circulated to members prior to the meeting.*
    3. Assets:
      - Sea Scouts – see paperwork.
      - Front office – annual rental up for renewal
- 23/41 **Reports from the Principal Authority Members:**  
Somerset Council, County Cllr Davies and to receive questions from the floor.
- 23/42 **Reports from Representatives of Outside Organisations**, Verbal – no Decisions  
(i) To appoint a member to represent the Council on the Carnival Committee:
- 23/43 **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)
- 23/44 **Reports from Working Groups and appointed representatives:** - Any relevant paperwork will be issued prior to the meeting:
- a. **Watchet Library** – *Update and recommendations*
  - b. **Wheeled Park** – *Update and recommendations*
  - c. **Climate Change**- *Update and recommendations on de-carbonisation action plan*
  - d. **Watchet Task Force** – *Update and recommendations*
  - e. **EH&S Policies** – *Update*

- 23/45 **Councillor Surgeries** – update from Cllr Johnson and Murphy who attended the Surgery held on Saturday 2 September 2023 and any matters arising.
- 23/46 **Policies:**  
(i) To approve the Major Projects Policy Document – (**See Appendix 2**)
- 23/47 **IT Matters:**  
(i) Councillors' mailboxes – (**See Appendix 3**)
- 23/48 **Community Ownership Fund:**  
(i) Potential bid by Watchet Town Council (WTC) and Watchet War Memorial Ground Management Committee (WWMGMC) – update report by Cllrs Irven and Campbell – (**See Appendix 4**)
- 22/49 **External Audit:**  
(i) To note the contents of the External Auditors report and acknowledge the 'Notice Closure of Audit – (*Please see **Appendix 5***) – *circulated prior to the meeting*
- 23/50 **Exclusion of Press and Public**  
*"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw"*  
(Public Bodies (Admission to Meetings) Act 1960
- 23/51 **Recommendations from the Finance & Staffing Committee:**  
(i) To approve the employment pack for the Clerk's position – (**See Appendix 6**)
- 23/52 **Matters of Correspondence for Report** - Correspondence is addressed on a daily basis and filed-  
*The Clerk will report on any relevant correspondence.*
- 23/53 **Accounts for payment** – to retrospectively approve the July schedule (paid in August) and to approve the August schedule (paid in September) – *The schedule circulated to all members prior to the meeting for their consideration.*
- 23/54 To note **Matters for the next meeting** – no discussion or decisions made-