

7th May 2024

Dear Councillor

You are hereby summoned to attend the meeting of **Watchet Town Council Annual Council Meeting** to be held in the Watchet Visitor Centre, Harbour Road, Watchet on **Monday 13th May 2024 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



Jo Grellier
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**
 - i) Environment & Planning
 - ii) Finance & Staffing
 - iii) Recreation & Tourism
 - iv) Grievance Panel – 3 members
 - v) Appeals Panel – 3 members
- 6. Appointment of Representatives to other bodies**
 - i) Memorial Ground Management Committee - 1 member
 - ii) Market House Museum Committee – 2 members
 - iii) Twinning Society – 1 member
 - iv) WACET - 1 member
 - v) Friends of the Flatner – 1 member
 - vi) St Decumans Charity – 4-year term - appointed until 2027
 - vii) Harbour Advisory Committee/ Harbour Board – 1 member
 - viii) Citizens Advice WS – 1 member
 - ix) Carnival Committee – 1 member
 - x) Somerset Association of Local Councils – 1 member
 - xi) Watchet Conservation Society – 1 member
 - xii) Watchet Coastal Community Team – 1 member
 - xiii) Dementia Alliance Committee – 1 member
 - xiv) Quantock Foodbank – 4-year term – appointed until 2027
 - xv) Watchet Plastic Free Steering Group- 1 member
 - xvi) Bickwatch EV Project – 1 member
 - xvii) Local Community Networks – 1 member and 1 substitute member
- 7. Subscriptions to be paid annually- Clerk to report at the meeting**
- 8. Inspection of deeds in the custody of the Council - Clerk to advise at the meeting**
- 9. To agree a review and adopt the following policies:**
 - **Financial Regulations** - review
 - **Standing Orders**- review
 - **Cheque Signatories**- review

- **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 15th April 2024 - (LGA 1972, Sch 12 Para 41 (1) - **(See Appendix 1)** *circulated to all members prior to the meeting.*
12. **Update Reports**– verbal
 - i) Chairs report
 - ii) Clerks report - **(See Appendix 2)** *circulated to all members prior to the meeting.*
13. **Reports from Principal Authority Members and to receive questions from the floor.**
14. **Reports from Representatives of outside bodies, Verbal – no decisions**
15. **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)*
16. **Reports from Working Groups:** - Any relevant paperwork will be issued at the meeting
 - (i) **Watchet Library** – *update and recommendations*
 - (ii) **Climate Change** – *update and recommendations*
 - (iii) **Wheeled Park** – *update and recommendations*
 - (iv) **Watchet Task Force-** *update and recommendations*
17. **Councillor Surgeries** – update from Councillors who attended the Surgery held on Saturday 4th May 2024 and any matters arising.
18. **To accept a quotation for the purchase of an additional desktop computer for office staff** – verbal report from the Town Clerk - **(See Appendix 3)** *circulated to all members prior to the meeting.*
19. **To consider the readmittance of County Cllr Rosemary Woods to WTC meetings following a formal apology at the Annual Town Meeting held on 16th April 2024** – **(See Appendix 4)** *transcript circulated to all members prior to the meeting.*
20. **To approve recommendation from Finance & Staffing Committee to allow increased maximum overtime limit for staff members until 1st July 2024** – *verbal report from Cllr Murphy*
21. **Community Ownership Fund:**
 - (i) Potential bid by Watchet Town Council (WTC) and Watchet War Memorial Ground Management Committee (WWMGMC) – *verbal update by Cllr Irven if required*
22. **Somerset Council Budget cuts:**
 - (i) updates if required
24. **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*
25. **Accounts for payment:**
 - (i) to approve the April schedule (paid in May) – *The schedule circulated to all members prior to the meeting for their consideration.*
 - (ii) to approve all payments made outside of Full Council meetings (April-May) - *The schedule circulated to all members prior to the meeting for their consideration.*
26. **To note matters for the next meeting-** no discussion or decisions made