

Notice of Annual Parish Council Meeting – 17 May 2022 at 7.30 Moorland Hall, Wheddon Cross

Dear Councillors,

You are hereby summoned to attend the ANNUAL MEETING of CUTCOMBE PARISH COUNCIL, to be held at the Moorland Hall on Tuesday 17 May 2022 commencing at 7.30 pm when the business set out below will be transacted.

1. To Elect the Chair. Nominations are invited for the office of Chair
2. To receive the Declaration of Acceptance of Office from the Chair
3. To Elect the Vice Chair. Nominations are invited for the office of Vice- Chair
4. To receive the Declaration of Acceptance from the Vice-Chair
5. To receive Apologies for Absence
6. To resolve to permit Declarations of Acceptance of Office from absent Councillors at the next Parish Council meeting
7. Public Question Time
8. To receive Declarations of Interests
9. To approve the minutes of the meeting of 19 April 2022 and report on actions.
10. To consider applicants for the role of Parish Clerk and Responsible Financial Officer. This item will be preceded by a resolution to exclude the press and public for reasons of confidentiality.
11. To receive reports from District and County Councillors
12. To consider any Highways and transport matters including i) priorities to be referred to the Local Community Network Pilot ii) Concerns raised about parking at Tabbits Steep
13. To consider any Planning matters
14. To agree delegation arrangements to committees, working groups and other roles – see Annex to the agenda
15. To consider training for Councillors
16. To confirm membership of other bodies: NALC and SALC
17. To resolve to adopt the new Local Government Association Model Code of Conduct
18. To approve the Asset Register
19. To review the adequacy of insurance arrangements and approve the policy renewal
20. Finance: i) Banking Update ii) Update on internal audit and year end accounts, iii) To agree recharging proposals for the tenant of the Business Unit iv) To approve the Schedule of Payments and note receipts
21. To confirm cover arrangements from 20 May 2022
22. To receive an update on correspondence and meetings attended. i) Clerk ii) Councillors
23. Items for the next Agenda –To agree arrangements for review of the Standing Orders and Financial Regulations, approval of the AGAR and period of public inspection.

Date of next meeting: 21 June 2022, 7.30 pm Moorland Hall

Signed 12 May 2022: Jeanna Grenville, Parish Clerk



Annex to the Agenda - Delegation arrangements to committees, working groups and other roles

It is proposed to streamline to roles that are active. Further suggestions are welcomed.

i) Committees proposed

Finance and Risk Working Group: Chair, two Councillors plus Clerk / Responsible Financial Officer. To meet 4 x per year.

Snowdrop Valley Committee: Committee Chair, two Councillors plus Clerk / Responsible Financial Officer and other public representative. Meetings to be determined on need.

Health and Safety Working Group: Committee Chair, two Councillors plus Clerk/ Responsible Financial Officer. To meet x2 per year. Terms of Reference to be drafted.

Other committees to be established on an ad hoc basis.

ii) Portfolios / External bodies

Portfolios: Highways; Housing.

Representation: Moorland Hall and Recreation Ground Committee,