

Notice of the Annual Parish Council Meeting – 16th May 2023 at 7.30pm at the Moorland Hall, Wheddon Cross

Dear Councillors, you are summoned to the Annual Meeting of Cutcombe Parish Council to be held on
Tuesday 16th May 2023 at The Moorland Hall.

All Council Meetings are open to members of the public and the press.
All Council Meetings will be audio recorded.

AGENDA

1. To Elect the Chair for 2023-24. Nominations, properly proposed and seconded, and endorsed by the candidate(s), 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 for 2023-24. Nominations, properly proposed and seconded, and endorsed by the candidate(s), are invited for the office of Vice Chair
4. To receive the Declaration of Acceptance of Office from the Vice Chair.
5. Public Question Time.
6. To receive Apologies for Absence.
7. To receive Declarations of Interests.
8. To approve the Minutes of the Ordinary Meeting of 18 April 2023.
9. To receive and discuss the Clerk's report.
10. To receive the Chairman's report.
11. To receive reports from District & County Councillors.
12. To consider Highways and transport matters.
13. Motion to discuss options for the Bus Shelter Clock and resolve to pick one.
14. Motion to discuss a Citizens Advice West Somerset donation and resolve whether to go ahead.
15. Motion to put forward a Parish Council Member to be nominated for the ENPA Board Representative vote in June.
16. To review delegation arrangements to committees, working groups and portfolio roles:
Committees
 - i) Finance & Risk Working Group: Chair, Two Councillors plus Clerk / Responsible Finance Officer.
 - ii) Snowdrop Valley Committee: Committee Chair, two Councillors plus Clerk / Responsible Finance Officer and other public representatives.Portfolios and Representation on external bodies
 - i) Portfolios: Highways
 - ii) Representation: Moorland Hall Committee.Other committees to be established on an ad hoc basis.
17. To review the committee's Terms of Reference and the Code of Conduct.
18. To review membership of other bodies; NALC, SALC and Clerk's membership of the Society of Local Council Clerks.
19. To review the updated inventory of land and assets.
20. To discuss any Planning matters.
21. Finance:
 - i) Motion to review the adequacy of insurance arrangements and approve the policy renewal.
 - ii) Update on 2022 – 2023 year end accounts.
 - iii) Motion to approve the schedule of payments and note receipts.
22. To note the correspondence which Councillors have received in the correspondence report.
23. To agree the dates of Ordinary Council Meetings for 2023-24. Meetings are proposed for the third Tuesday of each month excepting January and August at 7.30 pm at the Moorland Hall.
24. Items for the next Agenda.
 - i) Review of Standing Orders and Financial Regulations.
 - ii) Approval of the AGAR and period of public inspection.
 - iii) Discuss and agree the Snowdrop Valley Budget 2023 – 2024.
 - iv) Discuss and agree a Donation to Cutcombe First School for a new Storage Area.

Signed: Elizabeth Stitt, Parish Clerk



Dated: 11th of May 2023