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To: - Councillors T Bridgeman, M Colliver, G Dix, Z Escott, D Garlick, G Garlick, L Hardman, J Humphries, G Johnson, A Lyons, K Paul, P McSherry, A Meaton, C Mitchard, H Warren and R Wollacott.

You are summoned to attend the **Annual** meeting of the Parish Council to be held via Zoom on **Tuesday 4th May 2021 at 7.00pm**. Please follow the link. The Agenda for the meeting appears below.

<https://us02web.zoom.us/j/81964847824?pwd=Y3hlYXl5TUlweGFURUJkcXMwTXpSUT09>

A handwritten signature in black ink, appearing to read 'Carol Hall'.

Carol Hall
Clerk

THIS MEETING MAY BE FILMED OR RECORDED

AGENDA

The first item on the agenda will be chaired by Councillor G Garlick, current Chair of the Parish Council.

1. **ELECTION OF CHAIRMAN 2021/2022**

To elect a Chairman for the ensuing municipal year.

(Upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that office).

2. **ELECTION OF VICE- CHAIRMAN 2021/2022**

To elect a Vice-Chairman for the ensuing municipal year.

(The Council *may* appoint a Vice-Chairman but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that office.)

3. **APOLOGIES FOR ABSENCE**

To note any apologies for absence.

4. PUBLIC PARTICIPATION

In accordance with Standing Order 3, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

5. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

6. CONFIRMATION OF MINUTES

That the minutes of the Parish Council meeting held on 13th April 2021 be approved as a correct record and signed by the Chairman.

7. FINANCES

- (i) To note the Income and Expenditure report to year end 31.03.2021 – these are the final figures.
- (ii) To note and receive the following finances for month 1:
 - Bank reconciliation as at 30.04.2021
 - Receipts and payments
 - Petty Cash payments
 - Income and Expenditure showing % against budget

8. REVIEW OF STANDING ORDERS (attached)

To review and approve the Standing Orders

9. REVIEW OF FINANCIAL REGULATIONS (attached)

To review and approve the Financial Regulations.

10. COMMITTEES AND WORKING PARTY STRUCTURE

To note that a review of our existing Committee and Working Party structure will be scheduled once the operational and organisational review has taken place to take into consideration any recommendations.

11. TERMS OF REFERENCE FOR COMMITTEES AND WORKING PARTIES (attached)

Attached are the terms of references and delegation of powers to the committees and terms of reference for the working parties that need to be reviewed and approved by the full Parish Council annually.

(Under no circumstances can a committee make or change its terms of reference, this is to be done by the full Parish Council).

12. APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING PARTIES

To approve the appointment of members to committees.

Note that the appointment of the Chairs to these committees will be done at the first meeting of the committee.

13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND PARTNERSHIP GROUPS 2021/2022

I. To appoint members, as representatives of the Council, to the following groups:

- Somer Valley Enterprise Zone Key Stakeholder Group – 1 Councillor
- Dial A Ride – 1 Councillor

II. To note the following:

- Parish Liaison - Chairman of the Council and Clerk are invited to attend these meetings
- ALCA – The Chairman and Vice Chairman are invited to attend these meetings, a Councillor representative can attend if both are unavailable
- Youth Cluster Group – Chairman of the Council and the Clerk are invited to attend

14. COVID – 19 BUSINESS CONTINUITY MOTION

The following business continuity motions below were agreed in November 2020 until May 2021 in light of the COVID-19 pandemic. At the time of sending this agenda there has been no update on the ability to hold virtual meetings from the 7th May. Government guidelines may enable us to meet face to face shortly however the Council need a contingency motion to ensure the effective running of the Council business in the absence of the ability to hold meetings.

The Council are asked to approve the following delegation if meetings are temporarily unable to be held:

- (a) The Clerk and Responsible Financial Officer be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the Council's agreed budget.
- (b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and the relevant Committee Chairman (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the Council next meets.
- (c) The provisions outlined in resolutions (a-b) above will override any requirements to the contrary in the Council's standing orders, financial regulations or terms of reference.

15. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is on **Tuesday 15th June 2021 at 7.00pm.**