



PUBLIC NOTICE

ANNUAL COUNCIL MEETING

Date: **Tuesday 22 May 2018**

Time: 7.30pm

Venue: Quaker Meeting House, Bancks Street, Minehead

Enquiries: 01643 707213

Mayor: Cllr J Parbrook*

Councillors: Cllr L Culverhouse, Cllr R Dinnick, Cllr G Everett, Cllr O Harvey, Cllr N Hercock, Cllr A Kingston-James*, Cllr J Malin, Cllr G Miele, Cllr A Parbrook, Cllr L Smith, Cllr M Smith, Cllr. R Thomas*, Cllr T Venner, Vacancy, Vacancy
(* denotes West Somerset District Councillor)

ALL COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS
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Yours sincerely

Mrs S Sanders – Town Clerk

15 May 2017

AGENDA

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity.

1. **Confirmation that a Quorum is present** (LGA 1972, Sch.12, paras 12, 28)
2. **Election of Mayor and Acceptance of Office** LGA1972s14 (1), 15(1&2), 33(1) and 34(1&2)
3. **Apologies for absence** LGA 1972 s 85 (1)
4. **Declarations of Interest** In accordance with the provisions of the Localism Act 2011 in respect of members
To receive and record any declarations of interest in respect of any matters included on the Agenda for consideration at this meeting
5. **Adjournment of Meeting for Public Inclusion in accordance with Standing Order No.1c**
Subject to standing order 1(c), members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business on the agenda

The period of time which is designated to public participation shall not exceed 15 minutes
6. **Election of Deputy Mayor**
7. **To confirm the Minutes of the Full Council meeting held on 27 March 2018 be signed as a correct record** LGA 1972, Sch12 para41 (1)
(Minutes included with the Agenda)
8. **To receive nominations for Appointments to Committees** (Standing order #2,Jv)
 - **Amenities & General Purposes Committee**
 - **Finance Committee**
 - **Planning Committee**
 - **Staffing Committee**
 - **Flooding Committee**
 - **Football Club Building Committee**
 - **Toilets Committee**

9. **To consider the Appointment of any new Committees, confirmation of the terms of reference, the number of Members and receipt of nominations to them** (Standing Order #2,Jvi)

Recommendation: That Council agree the above if any new Committees are required

10. **To agree the delegation arrangements to Committees, sub-committees, employees and other local authorities** – (Standing Order #2,Jiii)

Recommendation: That Council agree the above for the year 2018/2019

11. **To agree Terms of Reference for Committees** (Standing Order #2,Jiv)

Recommendation: That Council agree the above for the year 2018/2019

12. **To review representation on or work with external bodies and arrangements for reporting back** (Standing Order #2,Jix)

- **Broadlands Retirement Home**
- **Minehead Area Panel**
- **Minehead Development Trust**
- **League of Friends for Minehead Hospital**
- **West Somerset Advice Panel**
- **Quirke's Almshouses (4 year appointment)**

Recommendation: That Council agree a representative for each group listed

Items 13 to 19 will be considered jointly

Recommendation: That the items below will be dealt with later in the year if required by Council

13. **To consider arrangements for review and adoption of appropriate Standing Orders/Financial Regulations** (Standing Order #2,Jvii)

14. **To review arrangements, including charters with other local authorities, and review contributions made to expenditure incurred by other local authorities** (Standing Order #2,Jviii)

15. **To make arrangements for the review and inventory of land and assets including buildings and office equipment** (Standing Order #2,Jxi)

16. **To make arrangements for the review and confirmation of arrangements of insurance cover in respect of all risks** (Standing Order #2,Jxii)

17. **To make arrangements for the review of the Council's and/or employees' membership of other bodies** (Standing Order #2,Jxiii)

18. **To make arrangements for reviewing the Council's complaints procedure, procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998** (Standing Order #2,Jxiv)
19. **To make arrangements for the establishment or review of the Council's policy for dealing with press/media** (Standing Order #2,Jxv)
20. **To approve the schedule of meeting dates for 2018/19. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead** (Standing Order #2,Jxvi)
 Recommendation: That Council agree the meeting schedule for 2018/2019
21. **Finance - Authorised cheque signatories renewed** – Two Councillors are required to act as cheque signatories. To confirm that the Town Clerk / RFO be authorised to amend the bank mandate if required
 Recommendation: That Council agree to the two Councillors required to act as cheque signatories
22. **Member to check invoices for payment** – a member of the Council is required to check invoice payments for accuracy before being signed off for payment
 Recommendation: That Council agree to the volunteer member
23. **Invoices for Payment over £1,000** - any invoice with an amount over £1,000 shall be presented to Council

May Payments:

G B Sports & Leisure – Play equipment inspection refresher course –	
	£1,176 (inc VAT)
Minehead Eye CIC – Provision of Youth Services contribution –	
	£3,000
PD & GM Storey Ltd – Alcombe Common Scrub control –	
	£1,965.60 (inc VAT)
South West Councils – HR Support	£6,954.28 (inc VAT)
Thrings LLP – Professional Advice/Services –	£2,808.00 (inc VAT)
West Somerset Council – NNDR/Irnham Road Function Room Building	
	– £3,894.70
Zurich Municipal Insurance – Insurance 2018/2019 –	
	£11,930.62
Medland Sanders Twose Ltd – Replacement Ride-on Tractor –	
	£14,520.00 (inc VAT)

Recommendation: If the amount is in order it shall be proposed, seconded and authorised by resolution of the Council

24. **Payments for March/April 2018** – Lists to be circulated at the May Full Council Meeting

Recommendation: A schedule of payments shall be prepared by the Town Clerk to be presented to Council. If the schedule is in order it shall be proposed, seconded and authorised by resolution of the Council

25. **Adoption of Draft General Data Protection Regulation Policy** (included)

26. **Report in the Public Interest under Schedule 7 of the Local Audit and Accountability Act 2014**

27. **The Press and Public may be excluded due to the confidential nature of the business under Section 1 Sub Section (2) of the Public Bodies (Admission to Meeting) Act 1960 from any items on the Agenda deemed to contain exempt information**

28. **Staffing Issues**

Report in the Public Interest under Schedule 7 of the Local Audit and Accountability Act 2014