



## **NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL**

### **To: Members of the Council**

You are hereby summoned to attend the  
Annual Meeting of the Parish Council  
**at**  
**Over Stowey Village Hall**  
**on**  
**Monday 16<sup>th</sup> May following the Annual Parish Meeting**

**The meeting will open with a public session of up to 30 minutes' duration  
should any member of the public so request it.**

*Members are reminded that the 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 and Human Rights.*

- 1. To elect a chairman**
- 2. To receive a statutory declaration of office from chairman**
- 3. To permit any unsigned declarations of office to be signed at a later specified date**
- 4. To receive any apologies for non-attendance**
- 5. To elect a vice chairman**
- 6. To agree the following representatives for the following groups and receive Declaration of Acceptance from members**
  - A. Forestry**
  - B. Planning**
  - C. Village Hall & Recreational Committee**
  - D. Messenger**
- 7. To adopt the Council's code of conduct, standing orders, financial regulations and risk management**

**8. To receive the Council's financial statement for the year ending 31st March 2016**

- i.** To approve the Annual Governance for the year ending 31st March 2016
- ii.** To Approve the Annual Accounts for year ending 31<sup>st</sup> March 2016
- iii.** To approve the Statement of Internal Control and Annual Review of Effectiveness for 2016-2017
- iv.** To approve the sending of the External Audit by Special Delivery to Grant Thornton

**9. To approve the minutes of the parish council meeting held on Monday 18<sup>th</sup> April 2016.**

**10. Correspondence**

**11. Items for discussion**

- **Feeding of the ponies on the Quantocks – wording to be agreed for the website and the Messenger.**
- **Update on progress of the Cricket Club Playing Field**
- **Agree annual insurance renewal**

**12. Matters Arising for the Agenda for May 16th 2016 meeting**

**13. Planning**

**14. Financial Matters**

**A. Clerks Wages £146.98**

**B. Village Hall fees 2015/2016 £160.00**

**C. Garden Waste Removal £53.00**

**D. Port-a-loo invoice (amount TBC)**

**E. Insurance renewal (amount tbc once insurer agreed under items for discussion)**

**15. Date of Next Meeting – Monday 20<sup>th</sup> June 2016**

**Amanda McMurren**

**Clerk to Over Stowey Parish Council**

To: Members of the Parish Council Cllr R Curtis, Cllr B Bartlett, Cllr D Peaster, Cllr K Barrow, Cllr M Cavill, Cllr J White, Cllr P Tully, County Cllr J Edney, District Cllr M Caswell, District Cllr J Pay