



WINCANTON TOWN COUNCIL

To Cllrs: S Atherton, T Child, H Ellard, K Hearne, E Hix, A Lumley, P McLarnon, D Old,
L Ralph, C Rodgers, P Rodgers, D Smith, R Tudgay & L Walters,

Dear Councillors

You are hereby summoned to attend the Annual meeting of Wincanton Town Council to be held in **the Council Chamber at Wincanton Town Hall**, Market Place, Wincanton on **Monday 27th June 2022 commencing at 7pm** for the purpose of transacting the following business:



Emma Curtis

Locum Town Clerk to Wincanton Town Council, 21st June 2022

Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.wincantontowncouncil.gov.uk

Under item 5 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wincanton Town Council's Standing Orders section 3e and 3h. It may be useful to notify your intention to speak either in advance of or at the meeting by emailing info@wincantontowncouncil.gov.uk.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Town Councillors, officers, the public and press are asked to refer to the current COVID-19 guidelines <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19> - please not attend this meeting if you have tested positive for COVID-19 within the last five days and respect the personal space of others at the meeting.

AGENDA

- 1. Apologies for absence**
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.
- 2. Declarations of interest and requests for Dispensations**
For Members to declare any interests they may have on items on the agenda and agree any dispensations to stay (Wincanton Town Council Code of Conduct 2022).
- 3. Public Participation**
For the public or press to ask questions of the Council on matters relating to this Agenda.
- 4. To receive and note any updates, announcements, information or reports from**
(i) the Town Mayor,
(ii) Somerset County Council or District Councillors representing Wincanton on matters of interest to the town and the local community, and
(iii) local organisations, Town Councillor representatives, and partners.
- 5. Town Council Minutes 16th May 2022**
To receive the minutes of the previous meeting of Full Council on 16th May 2022 as a correct record and signed by the Town Mayor (Local Government Act 1972 Sch 12) (Appendix 1).
- 6. Matters to report from the Town Clerk in relation to actions from previous Town Council meetings:** To receive a verbal report regarding the upcoming by-election.
- 7. Committee minutes and working group notes**
To formally receive and note committee minutes and working group notes:
a) Draft Open Spaces Committee minutes (Appendix 2a)
b) Draft Personnel Committee minutes (To Follow)
d) Draft Planning Committee minutes (To Follow)
c) Draft Annual Parish Meeting minutes (Appendix 2b)
- 8. Recommendations from Committees and/or Working Groups**
To consider recommendations from committees and/or working groups without delegated powers:
a) To consider recommendation from the Open Spaces Committee to approve quote for remedial works at the Cemetery Building for £1,381.95
b) To consider recommendation from the Open Spaces Committee to approve quote for new John Deere tractor at £6,685.00

- 9. Terms of Reference for Committees for the year 2022/2023**
To review and adopt the Terms of Reference (any recommended changes to existing policies are in red):
 - Planning Committee (Appendix 3a)
 - Finance and General Purposes Committee (Appendix 3b)
 - Open Spaces Committee (Appendix 3c)
 - Personnel Committee (Appendix 3d)
- 10. Cemetery Path**
To receive a verbal report from Cllr Tudgay following site visit
- 11. Car Park Compensation Scheme**
To receive an update on the Car Park Compensation Scheme and consider approval of the Agreement (Appendix 4)
- 12. Finance**
 - a) To receive receipts and payments list April 2022 (Appendix 5a)
 - b) To receive receipts and payments list May 2022 (Appendix 5b)
 - c) To receive income and expenditure report (Appendix 5c)
 - d) To receive internal auditors report (Appendix 5d)
 - e) To approve cashbook and bank account reconciliations (Appendix 5e and 5f)
- 13. Annual Governance and Accountability Return (AGAR)**
 - a) To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2021/22 (Appendix 6)
 - b) To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2021/22 (Appendix 6)
- 14. Good Stuff Fund**
To consider grant request from One Planet Wincanton (Appendix 7)
- 15. Local Community Network (LCN) Terms of Reference**
To consider the LCN Terms of Reference and agree to adopt (Appendix 8)
- 16. Over 70s Tea Party**
To receive an update on preparations
- 17. Correspondence, Training, and forthcoming meetings:**
 - (i) Correspondence: None
 - (ii) Training: SALC
 - (iii) Meetings: None
- 18. Close of meeting and confirm date of next Town Council meeting.**