**WEST QUANTOXHEAD PARISH COUNCIL**

Wibble Farm

West Quantoxhead

Nr Taunton

Somerset

TA4 4DD

Tel. No. 01984 633518

Email: westquantoxheadpc@gmail.com

2nd May 2019

Dear Councillor

You are hereby summoned to attend the meeting of West Quantoxhead Parish Councilto be held in the Village Hall on Wednesday 8th May 2019 at 7.30 pm for the purpose of transacting the following business.

***There will be a period of public participation and members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.30 pm, providing the notice period has been complied with. Please see Public Participation Notice.***

Yours faithfully

M Francis

Michelle Francis

Clerk to the Council

**A G E N D A**

**19/01 Election of Chairman and receipt of declaration of acceptance of office**

**19/02 Declaration of Acceptance of Members** – Declaration Forms and Register of Interest – attached

*(please bring completed forms to the meeting)*

**19/03 Election of Vice Chairman**

**19/04 To note apologies for absence and approve reason, where appropriate**

**19/05 Declarations of Interest and requests for dispensations**

**19/06 Appointment of Representative to Outside Bodies**

**19/07 To Review and Adopt Standing Order and Code of Conduct (attached)**

**19/08 To Review and Adopt Parish Council Procedures as follows**

19/08.1 Financial Regulations (attached)

19/08.2 Complaints Procedure (attached)

19/08.3 Recording of Council Meetings (attached)

**19/09 Minutes of the last meeting held on 6th March 2019 for approval** (attached)

**19/10 Matters from the Minutes – for the purpose of report only**

**19/11 Reports**

19/11.1 Police

19/11.2 Somerset County Council

19/11.3 West Somerset Council

**19/12 Correspondence Log** (attached)

19/12.1 Planning applications received into West Somerset and Taunton Council

19/12.2 BACS remittance regarding Precept

**19/13 Finances**

19/13.1 Current financial statement – to note.

19/13.2 Authorisation of expenditure –

To authorise the issuing of the following cheques:

Chq. Nos. Clerk’s Expenses

Chq. Nos. Clerk’s Salary & Tax

Chq. Nos. West Quantoxhead Village Hall (Telephone Kiosk) £250.00

**19/14** **Audit for Year Ending 31st March 2019**

19/14.1 To consider Certificate of Exemption

19/14.2 Annual Governance Statement 2017/18 – to approve and sign

19/14.3 To consider Annual Accounting Statement

19/14.4 To approve the Accounting Statement

19/14.5 To approve for Chairman to sign Accounting Statement

**19/15 Planning**

19/15.1 Applications for consideration

|  |  |  |
| --- | --- | --- |
| Application No | Location | Description |
| 3/38/19/001 | Leighway, Weacombe Road, West Quantoxhead |  |

19/15.2 Decisions: None

**19/16 Highway Matters**

**19/17 Footpaths**

**19/18 Annual Parish Assembly** – To note - Invitation declined from Mr Hassatt to attend

**19/19 Councillor Training** – to action if any Councillor wishes to attend Councillor Essentials Training at Williton

**19/20 FUTURE MEETINGS 2019**

3 July 2019

4 September 2019

6 November 2019