



Winsham Parish Council Annual Parish Council Meeting – 25th May 2021

Dear Councillors, You are hereby SUMMONED to attend the Annual General Meeting of **Winsham Parish Council** on **TUESDAY 25th May 2021 at 7.30 pm** being held in the Jubilee Hall, Winsham

Rose Richards

Rose Richards, Clerk to the Parish Council: 18th May 2021

ALL COUNCIL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC AND THE PRESS

(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

4303 Election of Chairman 2021-22

4304 Chairman's Acceptance of Office

4305 Election of Vice Chairman 2021-22

4306 Vice Chairman's Acceptance of Office

4307 Allocated Responsibilities

Proposal: To agree the schedule of responsibilities as follows:

- Allotments Officer – Cllr J Hill
- Amenities Officers > Lower Recreation Ground – Cllrs Beentje and Hill
- Amenities Officers > St Stephen's Churchyard – Cllrs Beentje and Hill
- Amenities Officers > Grit and Dog Bins – Cllrs Beentje and Hill
- Amenities Officers > Bus Shelter – Cllrs Beentje and Weller
- Amenities Officers > Upper Recreation Ground – Cllrs Beentje, Hill and Miller
- Amenities Officers > Signage – Cllrs Beentje, Hill and Miller
- Amenities Officers > War Memorial – Cllrs Beentje and Hill
- Amenities Officers > Community Resource Centre – Cllr Fowler and Miller
- Cemetery – Cllr Beentje and The Clerk
- Lower Recreation Ground Risk Assessments – Cllr Miller
- Community Grants – All Councillors
- Highways and Public Transport Officers – Cllrs Everard and Miller
- Neighbourhood Watch Representatives – Cllrs Fowler and Clampett
- Parish Environmental Wardens – Cllrs Beentje, Hill and Everard
- Parish Path Liaison Officer – Cllr Miller
- Public Rights of Way Officers – Cllrs Hill and Miller
- Welcome Pack Officer – Cllr Clampett
- Finance & Precept Group – Cllrs Everard and Love
- Planning – All councillors (the Chair will lead)
- Internal Auditor – Mr Philip Smith
- Responsible Financial Officer – The Clerk (Mrs R Richards)
- Parish Council Website Officer – The Clerk (Mrs R Richards)
- Appeal Panel and Grievance & Disciplinary Panel – To be appointed if the need arises
- Personnel Group – Cllrs Everard and Love
- Representative on St Stephens PCC – Cllr Clampett
- Representative on the Jubilee Hall Committee – Cllr Weller
- Representative on the Village Shop Committee – Cllrs Everard and Miller

- Somerset Association of Local Councils Representative – The Clerk (Mrs R Richards)
- Emergency Planning Group - Cllrs Hill and Fowler and The Clerk
- Parish Plan Review Group – Cllrs Hill, Fowler, Everard, Love, Beentje and Weller
- Web Museum and E-Letter Liaison Group – Cllrs Everard and Clampett
- Balsom Close Development Car Park and Green Space – Cllrs Everard, Love, Beentje and The Clerk
- Balsom Close Development Monitoring & Liaison – Cllrs Everard, Love, Beentje, Clampett and The Clerk
- Winter Warden Group – Cllrs Weller and Hill