



Winsham Parish Council Annual Council Meeting – 25th May 2021

Minutes of the Annual General Meeting of **Winsham Parish Council**
held on **TUESDAY 25th May 2021** at 6.00 pm in the Jubilee Hall, Winsham

Present: Cllrs J Everard, L Miller, J Hill, S Weller, H Beentje, K Fowler, J Clampett and S Love
Also present were the Clerk to the Council Rose Richards and 2 residents

4303 Election of Chairman 2021-22

Resolved: It was proposed to elect Cllr J Everard as Chairman

Proposed: Cllr Hill **Seconded:** Cllr Love **Vote:** 7-0-1

4304 Chairman's Acceptance of Office

The Chairman's Acceptance of Office has been duly signed.

4305 Election of Vice Chairman 2021-22

Resolved: It was proposed to elect Cllr S Love as Vice Chairman

Proposed: Cllr Clampett **Seconded:** Cllr Beentje **Vote:** 7-0-1

4306 Vice Chairman's Acceptance of Office

The Vice Chairman's Acceptance of Office has been duly signed.

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

As well as adding the phone box to the list of amenities it was agreed that gaps, in the allocated responsibilities, created by the resignation of Cllr Davie will be discussed and filled at the July meeting of the council.

Meeting closed at 6.15pm

DRAFT