

FITZHEAD PARISH COUNCIL

16 May 2024

I hereby give notice that a meeting of Fitzhead Parish Council will be held on **Wednesday 22 May 2024** in the Tithe Barn commencing at 7.35pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder. If you are not able to attend, please advise the Clerk.

Andrea Johnson
Clerk to the Council

AGENDA

Pre-meeting Public Question Time

There will be a period of public participation, and members of the press and public are invited to address the Council. The press and public are not permitted to take part in the Council meeting. However, at the Chairman's discretion the meeting may be suspended occasionally to receive public comments and questions.

- 24/0001 Election of Chairman and receipt of the Chairman's Declaration of Acceptance of Office**
- 24/0002 To note apologies for absence and approve reason, where appropriate.**
- 24/0003 Declarations of Interest/Dispensations.**
- 24/0004 To sign as a correct record the minutes of the meeting held on 28 February 2024.**
- 24/0005 To receive a verbal update from the Tithe Barn Management Committee and agree any actions.**
- 24/0006 Play Area**
 - 24/0006.1 To receive a verbal update on the weekly inspection of the play area.
 - 24/0006.2 To receive a verbal update on the actions identified in the Annual Inspection Report for the Play Area and resolve further actions if required.
- 24/0007 To receive a verbal update on highway matters and agree any actions.**
- 24/0008 Local Government and Policing**
 - 24/0008.1 To receive and note the verbal Report from the Somerset Councillor
 - 24/0008.2 To receive and note a verbal update on the LCN meeting
 - 24/0008.3 To note the Police Report on website.
- 24/0009 Finance.**
 - 24/0009.1 To note the Bank Reconciliation at 31 March and 14 May 2024.
 - 24/0009.2 To resolve to pay the listed payments totalling **£2330.97**

Tithe Barn - hire	February meeting	15.00
Clerk Salary	March – May 2024	394.80
Clerk Expenses	March – May 2024	30.56
HMRC	PAYE	262.80
1+1 Internet	Domain registration	12.00
Jonas Maintenance Logistics	Work on Pump House	72.00
Quantock Art & Framing	Jubilee Cross stitch	769.84
Anthony Smith & Co	Payroll services 2023/24	120.00
Community Heartbeat	Defibrillator support	162.00
Gallagher Insurance	Insurance	491.97

- 24/0009.3 To note expenditure against budget at 31 March 2024 and 14 May 2024
- 24/0009.4 To approve the Year End Accounts 2023/24.
- 23/0009.5 To receive the report from the Internal Auditor.
- 23/0009.6 To consider whether to complete a Certificate of Exemption for submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review.
- 23/0009.7 To consider the questions on the Annual Governance Statement and respond accordingly.
- 23/0009.8 To consider and agree the Audit Accounting Statement figures.

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- 23/0009.9 To resolve to accept the ground maintenance quote.
- 23/0009.10 To resolve to accept the quote for the annual Inspection of the Play Area
- 24/0010 To note the accessibility requirements for the website and agree any actions.**
- 24/0011 Correspondence**
- 24/0011.1 To consider applying for the Fitzhead Inn to be listed as an Asset of Community Value**
- 24/0011.2 To consider the request from Somerset Council in relation to footpaths and agree any actions**
- 24/0012 Matters for information only**
- 24/0013 To agree a date for the next meeting**