

# The Charltons Parish Council

Tel: 07859911204 email: [clerk@thecharltons.org.uk](mailto:clerk@thecharltons.org.uk) website [www.thecharltons.org.uk](http://www.thecharltons.org.uk)

Notice of the Annual Parish Council Meeting to be held on Tuesday 20<sup>th</sup> May 2025 in The Reading Room, Charlton Mackrell. The meeting will commence immediately after the Annual Parish Assembly, which starts at 7pm.

To all Members of The Charltons Parish Council, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:



Tony Jay  
Parish Clerk and Proper Officer  
15<sup>th</sup> May 2025

## Public Questions and Comments

Before the start of the formal meeting the Public have the opportunity to make a statement in respect of the business on the agenda only in accordance with Standing Order 3 (e). Members of the public are asked to restrict their comments and/or questions to three minutes. Once the formal meeting has started members of the public are reminded that they have no right to speak.

To receive a report from Somerset Councillors Stephen Page or Tim Kerley.

## Agenda

- 25/38 To consider the election of the Chairman of the Council to serve until May 2026 and receive their declaration of office.
- 26/39 To consider the election of the Vice Chairman of the Council to serve until May 2026 and receive their declaration of office.
- 25/40 To receive any apologies for absence.
- 25/41 To receive declarations of interests:  
Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).
- 25/42 To approve the Minutes of the PC meeting held on Tuesday 15<sup>th</sup> April 2025.
- 25/43 To receive and note the internal audit report.
- 25/44 To approve the Annual Governance Statement.
- 25/45 To approve the Annual Accounting Statements.

- 25/46 To appoint an internal auditor for the 2025-26 financial year.
- 25/47 To note the appointment of Tony Jay as the Parish Clerk.
- 25/48 To appoint the members of the Personnel Committee.
- 24/49 To appoint Parish Council Representatives for 2025/26:
- a. Highways and speeding
  - b. Footpaths
  - c. Archdeacon Brymer Trust
  - d. Youth Services
  - e. Memorial Playing Field and Community Hall
  - f. Environment
  - g. Community Plan
  - h. Conservation Area
  - i. Flood Relief Measures
  - j. Community Infrastructure Levy
  - k. Website
- 25/50 To consider councillors responsibilities in the parish.
- 25/51 To approve the renewal of the council's insurance policy for 2025-26.
- 25/52 To consider whether a survey of parishioners should be arranged to collate their views regarding matters relating to the parish.
- 25/53 To receive an update regarding the Cary Fitzpaine defibrillator.
- 25/54 To receive an update on the repairs to three notice boards.
- 25/55 To approve the following payments.

Payee	Paid by	Details	Net	VAT	TOTAL
PATAS	BACS	Internal Audit 2024-25	£165.00	£0.00	£165.00
Charlton Mackrell Reading Rooms	BACS	Room hire	£46.00	£0.00	£46.00
Somerset Council	BACS	Advertising	£65.00	£13.00	£78.00
Western Web	BACS	Cloud email account	£72.00	£14.40	£86.40
Total			£348.00	£27.40	£375.40

25/56 To receive councillor reports.

Date of next meeting – Tuesday 17<sup>th</sup> June 2025.