

Notice of a Parish Council Meeting

Monday 20 October 2025 commencing at 7.00PM

Huish Episcopi Primary School, North Street, Langport TA10 9RW

All members of Huish Episcopi Parish Council are summoned to attend:

Cllr Robert Crumb
Cllr Barry Horsgood
Cllr Jane Redfearn

Cllr Julia Gadd – Chair
Cllr Edward Keirle
Cllr Val Saunders

Cllr Arwyn Harris
Cllr Peter Porter
Cllr John Wood

Julie Ferguson

**Julie Ferguson – Huish Episcopi Parish Clerk
14 Oct 2025**

Equality Act 2010

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Huish Episcopi Parish Council will be discussing all the items listed on the Agenda:

The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

Huish Episcopi Parish Council

Clerk: Julie Ferguson

Tel: 07783 475200 E-mail: clerk@huishepiscopi-pc.gov.uk

PUBLIC COMMENT (15 minutes)

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

OUTSIDE REPORTS FROM REPRESENTATIVES

- Somerset Councillors (SCllrs)
- [Avon and Somerset Police](#)

AGENDA

25/89 APOLOGIES FOR ABSENCE (LGA 1972 s85(1)).

25/90 DECLARATIONS OF INTEREST Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

25/91 MINUTES OF PREVIOUS MEETINGS

To **APPROVE** and sign the minutes of the parish council meeting held on 15 Sept 25 (LGA 1972 sch12,para41(1)).

25/92 CHAIRS REPORT

25/93 CLERK'S REPORT & CORRESPONDENCE

- a. SALC Cllr Training events
- b. Flood warden circulars
- c. LARA Event
- d. SC weekly parish email
- e. Levels & Moors LCN meeting docs
- f. Flood Mary event
- g. SC Transport Plan

25/94 PLANNING – Decisions REPORT. None.

25/95 PLANNING – Applications. None.

25/96 FINANCE – To NOTE Sept 25 receipts.

September 25 RECEIPTS			
Rec.	Payee	Particulars	Amount
1	UTB	Quarterly interest	£ 1,138.43
	TOTAL		£ 1,138.43

25/97 FINANCE – To APPROVE Oct 25 payment schedule

Inv.	Payee	Particulars	Amount
1	Timeback Accounts	Inv. 7268	£ 6.00
2	Somerset Landscapes Ltd.	Various Sept25 Inv SLL36117/36162	£ 1,428.96
3	Staff	Salaries and expenses	tbc
4	Landmark Langport	Annual Grant 25-26	£ 10,000.00
	TOTAL		£ 11,434.96

Huish Episcopi Parish Council

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Tel: 07783 475200 **E-mail:** clerk@huishepiscopi-pc.gov.uk

- 25/98 FINANCE** – To **APPROVE** Q2 Cashbook/Bank Reconciliation and **NOTE** Budget Summary (App.1).
- 25/99 FINANCE** – To **APPROVE** the Draft 2026-27 Budget (App.2).
- 25/100 FINANCE** – To **CONSIDER** a grant request from Huish Academy for £2000 (App.3).
- 25/101 FINANCE** – To **CONSIDER** a grant request from Langport Town Council for £1340 (App.4).
- 25/102 FINANCE** – To **CONSIDER** the annual grant award of £10K for Langport Landmark.
- 25/103 FINANCE** – To **CONSIDER** an intent to request funding of £15000 from SBA CIC (App.5).
- 25/104 COMMUNITY HALL – To consider a MOTION:**
To resolve to restart the process towards a community led Village/Community Hall.
Reason: It is a registered desire in the HELP plan and key to acquiring the Glebe land, south of St Mary's Church.
- 25/105 JCC** – To **APPROVE** the TOR (App.6).
- 25/106 PARISH MERGER** – To **CONSIDER** any recommendations from a recent JCC meeting:
a. None.
- 25/107 REPORTS** – To receive any reports:
a. Committees or Working Parties
b. Parish Councillors
c. Allotments
- 25/108 ITEMS FOR THE NEXT AGENDA**
- 25/109 DATE OF THE NEXT MEETING** – Monday 17 Nov 2025 at 7.00pm, Huish Episcopi Primary School, Langport, TA10 9RW. All agenda items to be notified to the clerk by Fri 7 Nov 2025.

END OF AGENDA

HUISH EPISCOPI PARISH COUNCIL Q2 BUDGET SUMMARY

	Last Year	This Year	This Year	This Year	This Year	
RECEIPTS	2024/25	2025/26	Allocated budget	Budget remain (£)	Budget remain (%)	
Precept	£ 88,200.00	£ 92,600.00				
Deposit Interest	£ 5,535.61	£ 2,392.84	£ 3,000.00			
Allotment Rent	£ 1,664.00	£ 216.00	£ 1,728.00			
FBTA/Wayleave/Academy	£ 3,731.69	£ 1,548.96	£ 3,360.00			
VAT refund	£ -	£ 2,283.17				
Other receipts	£ 860.77	£ 2,091.25				
Donations	£ -	£ -	£ -			
TOTAL RECEIPTS	£ 99,992.07	£ 101,132.22	£ 8,088.00			
OVERBUDGET						
PAYMENTS						
Emoluments	£ 12,633.80	£ 7,203.29	£ 12,500.00	£ 5,296.71	42%	
Admin Expenses	£ 3,272.39	£ 1,823.01	£ 3,000.00	£ 1,176.99	39%	
Audit	£ 465.00	£ 475.00	£ 500.00	£ 25.00	5%	
Parish maint	£ 652.45	£ -	£ 10,000.00	£ 10,000.00	100%	
Allotments	£ 1,628.93	£ 143.94	£ 1,500.00	£ 1,356.06	90%	
Ranger	£ 7,700.00	£ 5,889.40	£ 14,000.00	£ 8,110.60	58%	
Insurance	£ 758.09	£ 867.71	£ 1,000.00	£ 132.29	13%	
Car park	£ 1,110.28	£ 555.28	£ 1,000.00	£ 444.72	44%	
Subs	£ 1,041.43	£ 1,219.80	£ 2,000.00	£ 780.20	39%	
Training	£ 30.00	£ -	£ 500.00	£ 500.00	100%	
Community Projects	£ 1,915.00	£ -	£ -	£ -		
Grants and donations	£ 5,315.00	£ 12,150.00	£ 15,000.00	£ 2,850.00	19%	
Grant (Youth Club)	£ 9,000.00	£ 10,000.00	£ 9,000.00	-£ 1,000.00	-11%	
Grant (Memorial Field)	£ 10,100.00	£ 16,700.00	£ 9,350.00	-£ 7,350.00	-79%	Additional grant
Trees (Memorial Field)	£ -	£ -	£ -	£ -		
Grant (Landmark Langport)	£ 17,500.00	£ -	£ 10,000.00	£ 10,000.00	100%	
Grant (Churches)	£ 1,750.00	£ 1,750.00	£ 2,000.00	£ 250.00	13%	
War memorial	£ -	£ -	£ 1,000.00	£ 1,000.00	100%	
Bus Shelter cleaning	£ -	£ -	£ 250.00	£ 250.00	100%	
VAT incurred on payments in :	£ 2,459.17	£ 1,290.87				
TOTAL PAYMENTS	£ 77,331.54	£ 60,068.30	£ 92,600.00	£ 32,531.70		
Excess of Receipts over Payments		£ 41,063.92				
plus balances b/fwd		£ 206,379.91				
Balances c/fwd	£ 206,379.91	£ 247,443.83	CASHBOOK TOTAL			

APPENDIX 2

HUISH EPISCOPI PARISH COUNCIL - BUDGET 2026-27 DRAFT

	This Year	This Year	This Year	This Year	This Year	Next Year
RECEIPTS	2025/26	2025/26	2025/26	Remain'g predctd income/ spend	EOY Total	2026/27 DRAFT BUDGET
	From cashbook	Budget	Budget remain'g		Rec & Pay	
Precept	£ 92,600.00		-£ 92,600.00	£ -	£ 92,600.00	
Deposit Interest	£ 2,392.84	£ 3,000.00	£ 607.16	£ -	£ 2,392.84	£ 3,000.00
Allotment Rent	£ 216.00	£ 1,728.00	£ 1,512.00	£ -	£ 216.00	£ 1,728.00
FBTA/Wayleave	£ 1,548.96	£ 3,360.00	£ 1,811.04	£ -	£ 1,548.96	£ 3,360.00
VAT refund	£ 2,283.17		-£ 2,283.17	£ -	£ 2,283.17	
Other receipts	£ 2,091.25		-£ 2,091.25	£ -	£ 2,091.25	
Donations	£ -		£ -	£ -	£ -	
TOTAL RECEIPTS	£ 101,132.22	£ 8,088.00	-£ 93,044.22	£ -	£ 101,132.22	£ 8,088.00
PAYMENTS						
Salaries	£ 7,203.29	£ 12,500.00	£ 5,296.71	£ 9,100.00	£ 16,303.29	£ 16,500.00
Admin expenses	£ 1,823.01	£ 3,000.00	£ 1,176.99	£ 2,520.00	£ 4,343.01	£ 4,500.00
Audit	£ 475.00	£ 500.00	£ 25.00	£ -	£ 475.00	£ 600.00
Parish Maintenance	£ -	£ 10,000.00	£ 10,000.00	£ -	£ -	£ 10,000.00
Allotments	£ 143.94	£ 1,500.00	£ 1,356.06	£ -	£ 143.94	£ 1,500.00
Ranger	£ 5,889.40	£ 14,000.00	£ 8,110.60	£ 8,400.00	£ 14,289.40	£ 14,000.00
Insurance	£ 867.71	£ 1,000.00	£ 132.29	£ -	£ 867.71	£ 1,000.00
Car park	£ 555.28	£ 1,000.00	£ 444.72	£ -	£ 555.28	£ 1,000.00
Subscriptions	£ 1,219.80	£ 2,000.00	£ 780.20	£ -	£ 1,219.80	£ 2,000.00
Training	£ -	£ 500.00	£ 500.00	£ 100.00	£ 100.00	£ 500.00
Grants & donations	£ 12,150.00	£ 15,000.00	£ 2,850.00	£ 3,340.00	£ 15,490.00	£ 15,000.00
Youth Club Grant	£ 10,000.00	£ 9,000.00	-£ 1,000.00	£ -	£ 10,000.00	£ 10,000.00
Memorial Field Grant	£ 16,700.00	£ 9,350.00	-£ 7,350.00	£ -	£ 16,700.00	£ 10,000.00
Landmark Langport Grant	£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
H-c-L PCC Grant	£ 1,750.00	£ 2,000.00	£ 250.00	£ -	£ 1,750.00	£ 2,000.00
War memorial	£ -	£ 1,000.00	£ 1,000.00	£ -	£ -	£ 1,000.00
Bus shelter cleaning	£ -	£ 250.00	£ 250.00	£ -	£ -	£ 250.00
HEPC & LTC Merger	£ -	£ -	£ -	£ -	£ -	£ -
VAT incurred on payments in year	£ 1,290.87					
TOTAL PAYMENTS	£ 60,068.30	£ 92,600.00	£ 32,531.70	£ 33,460.00	£ 92,237.43	£ 99,850.00

Huish Episcopi Parish Council

Clerk: Julie Ferguson. Chilthorne Knapp, Chilthorne Domer, Yeovil, BA22 8QZ

Tel: 07783 475200

E-mail: clerk@huishepiscopiparishcouncil.org.uk

COMMUNITY GRANT APPLICATION FORM

REGULAR FUNDING

(of amounts greater than £1,000 p.a)

Name of the organisation	Huish Episcopi Academy
Address of website, if available	https://www.huishepiscopi.net/
Bank account details	(as appears on statements)
Name of person(s) submitting the application	Karen Wright / Scott Valente
What is your position in the organisation?	Finance Manager / Head of Dept (PE)
Contact address, including phone number & email address	Huish Episcopi Academy Wincanton Road Langport TA10 9SS Tel: 01458 250501 Email: karenwright@hea.ac.uk
Geographical area covered (delete as appropriate)	Huish Episcopi / wider area
Aims, objectives or activities of the organisation	Secondary School, Education Shared use leisure centre with Lifestyle Fitness, serving the local community.
Do you target a specific age range? If so what is it?	Academy Age Range is 11-18 Leisure Centre – all ages
Do you target disabled groups?	Yes – swimming and exercise referral
How much funding are you applying for?	£2,000 (or more if possible)
What is the funding to be used for?	Refurbishment of community sports hall.
Please clearly state how the funding you are applying for will benefit residents of Huish Episcopi?	The academy's sports hall is a central hub for indoor sports and community activities, but it is currently in very poor condition. The worn and outdated environment impacts both the quality of learning for students and the experience for community users. We propose a complete redecoration of the sports hall to restore its aesthetic appeal, safety, and functionality. A refreshed facility will provide a welcoming space for a variety of indoor sports, events, and community activities. This

	investment is particularly important given the increased demand for indoor recreational spaces due to population growth in the area. Key Benefits: • Restores safety, usability, and attractiveness for all users. • Encourages participation in diverse sports and activities, especially during colder months. Enhances the overall recreational offering in the community to support a growing population.
Do you currently receive funding from other sources and, if so, from where and how much?	State funded secondary school, however, the primary purpose of this funding is for the education of students and not the wider community.
Are you applying to other funding organisations for support and, if yes, who are they?	Somerset Council, Langport Town Council

Huish Episcopi Parish Council

Clerk: Julie Ferguson. Chilthorne Knapp, Chilthorne Domer, Yeovil, BA22 8QZ

Tel: 07783 475200

E-mail: clerk@huishepiscopiparishcouncil.org.uk

Please return this form to Julie Ferguson - Parish Clerk email or post (details above)

The following documents must be included with your application form. Scanned or electronic copies are acceptable. Incomplete submissions will be returned for completion.

Document	<i>Please indicate to show that you have included it</i>
A copy of your constitution	Please click link below... Articles of Assoc
A copy of your certified audited accounts for the last two years. In the case of smaller organisations, income and expenditure statements for the last two years certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors	Please click link below... Year End Aug 2023 Year End Aug 2022
A business plan or something similar that sets out what activities you have planned over the next three years and how they will be funded	The academy is in the process of updating its premises development plan. This is not available currently.
Last 3 Months of bank statements	Attached to email

Successful applicants will be required to sign a Service Level Agreement with Huish Episcopi Parish Council.

Please refer to the Council's Community Grant Funding Policy for full details of our terms and conditions.

Signature of applicant

A handwritten signature in black ink, appearing to read "Knight". The signature is written in a cursive, slightly stylized font.

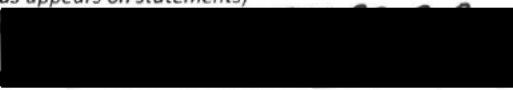
Date 15.09.2025

Huish Episcopi Parish Council

Clerk: Julie Ferguson. Tel: 07783 475200

E-mail: clerk@huishepiscopi-pc.gov.uk

COMMUNITY GRANT APPLICATION FORM

Name of the organisation	Langport Town Council
Address of website, if available	www.langport.life
Bank account details	(as appears on statements) 
Name of person(s) submitting the application	GERARD Tucker
What is your position in the organisation?	Town Clerk
Contact address, including phone number & email address	The Town Hall Bow St Langport TA10 9PR townclerk@langport.life
Geographical area covered (delete as appropriate)	The whole of Langport and much of the surrounding area
Aims, objectives or activities of the organisation	To represent the residents of Langport & to act in the interests of the Community
Do you target a specific age range? If so what is it?	Age Range _____ All ages
Do you target disabled groups?	Not specifically
How much funding are you applying for?	£1,340
What is the funding to be used for?	Path maintenance & Petanque Court
Please clearly state how the funding you are applying for will benefit residents of Huish Episcopi?	See attached
Do you currently receive funding from other sources and, if so, from where and how much?	Langport Town Council 50%
Are you applying to other funding organisations for support and, if yes, who are they?	No

Please return this form to Julie Ferguson - Parish Clerk (email)

Huish Episcopi Parish Council

Clerk: Julie Ferguson. Tel: 07783 475200

E-mail: clerk@huishepiscopi-pc.gov.uk

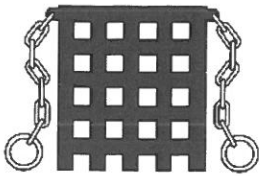
The following documents must be included with your application form. Scanned or electronic copies are acceptable. Incomplete submissions will be returned for completion.

Document	Please indicate to show that you have included it
A copy of your constitution	N/A.
A copy of your certified audited accounts for the last two years. In the case of smaller organisations, income and expenditure statements for the last two years certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors	N/A
A business plan or something similar that sets out what activities you have planned over the next three years and how they will be funded	N/A
Last 3 Months of bank statements	

Successful applicants will be expected to provide a report at the Annual Parish Meeting in May each year.

Signature of applicant *G.I. Tucker*

Date *2/10/25*



LANGPORT TOWN COUNCIL
Langport Town Hall, Bow Street, Langport TA10 9PR
Telephone: 01458 259700
Email: office@langport.life

Grant application to Huish Episcopi Parish Council
2nd October 2025

Project

Maintenance of the riverside footpath – Black Bridge to Cocklemoor & the installation of a Petanque court on Cocklemoor.

Detail

The riverside path between Black Bridge and Cocklemoor was installed approximately six years ago. The path is partly in Huish Episcopi Parish and Langport Town Council. The sides of the path have become overgrown and the gravel in the matting is now lower than the matting. The Langport Lengthsman has cut back the overgrown foliage on either side of the path. There is now a need to replace some of the gravel, particularly in low lying areas where it has become very muddy.

Whilst the machinery is within the vicinity, the installation of one of the projects identified within the community plan will also be undertaken. A pétanque court on Cocklemoor was identified as a facility that many people would like to see installed. It is our intention to complete both projects on consecutive days.

Project costs

Hire of 1 tone dumper, excavator and vibrating plate £336.

16 tonnes of Type two gravel £720

8 tonnes of type one gravel £360

Steel surround £775

Professional qualified machine operator £250

Haulage £240

Total £2,681.00

Both projects will be delivered by volunteers

Funding Request: Community Connector role**Submitted to Huish Episcopi Town Council – request for £15,000 contribution****What we are asking for**

We are looking for support to extend the role of a Community Connector based at the Angel Community space from part-time to a full-time role to enable them to:

- Provide daily, on-demand support, signposting, and outreach.
- Coordinate referrals with local GPs, Village Agents, Citizens Advice, and carers' groups.
- Develop and grow our membership scheme and Pay It Forward initiative to ensure sustainability and inclusion.
- Organise activities such as employment hubs, CV and job-search sessions, and specialist workshops.
- Ensure carers, older residents, unemployed individuals, and young people have consistent access to early intervention and preventative support.
- Work with all community-based provision.

This activity will take place solely in the Huish Episcopi and Langport catchments. It is hyper-localised provision that is accessible five days a week with some on call.

To date, we have secured £38,000 through the Accelerated Reform Fund, £23,000 of which has been ringfenced to create a Community Connector role. This funding currently covers 20 hours per week. We are requesting £15,000 from Huish Episcopi Town Council (with an additional £7,500 request to Langport Town Council) to increase this investment and enable the Connector role to expand to 37.5 hours per week and allow us to obtain critical equipment to support the local community.

Why it matters for Langport residents

The Langport and Huish Episcopi wards face several challenges:

- Deprivation: According to the Somerset Indices of Deprivation 2019, Langport ranked in the top 25–30% nationally for income, employment, and child deprivation.
- Isolation and aging: high proportion of older residents and unpaid carers with limited support.
- Transport gaps: poor connectivity leaves rural residents cut off from services.
- Youth disengagement: young people have few accessible activities, increasing risks of isolation, engagement in crime and low aspiration.

The Angel Community Café has already demonstrated strong community impact. It is home to the foodbank, Talking Café, dementia café, digital inclusion support, social prescribing, and most recently, a Community Employment Hub. Our recent Connect to Work event attracted 15 participants, all unemployed and from low-income backgrounds, highlighting the clear demand for this kind of provision. With additional funding, we can run these sessions more regularly and add tailored support such as benefits advice, CV writing, and subsidised access for low-income families to events and workshops.

Added value and sustainability

The long-term sustainability of The Angel Café and its community programmes is a central priority. We are committed to reducing reliance on short-term grants and instead building a mixed-income model that combines earned income, community membership, and social investment.

We have developed a tiered membership scheme designed to provide predictable, community-driven income while strengthening local engagement and ownership. The model encourages individuals, families, and businesses to contribute directly to the sustainability of the café and its social activities.

Individual Supporter: Provides members with access to newsletters, community events, and early booking for workshops.

Business Backer: Enables local businesses to support community initiatives through CSR, with visibility on café materials and social media recognition.

Membership fees are low-cost but collectively impactful. They allow residents and businesses to invest directly in local wellbeing, enabling the café to fund community meals, activities, and the Pay It Forward scheme. Businesses benefit through local recognition and alignment with a visible, community-led initiative that supports social value outcomes.

The Pay It Forward scheme complements the membership model, allowing anyone to contribute towards meals, drinks, or activities for residents experiencing hardship. This approach reinforces inclusion, ensures no one is turned away due to financial barriers, and builds a tangible sense of community solidarity.

The community café also generates revenue from:

Catering and event hire – providing affordable, local catering for meetings, funerals, and celebrations.

Workshops and training – running employability, enterprise, and wellbeing sessions.

Room hire and co-location – letting affordable space to local practitioners, charities, and support groups.

These combined revenue streams create resilience by distributing income across multiple sources, ensuring that the Angel Café and Connector role can continue beyond initial grant funding. The membership scheme transforms local residents from beneficiaries into stakeholders, fostering shared ownership of the café's mission. It provides transparency, accountability, and a platform for regular feedback through member surveys and community meetings.

By building this embedded, community-funded model, we can ensure that The Angel Café and Connector role remain self-sustaining, scalable, and permanently rooted in the needs of Langport and Huish residents.

Budget request

The Connector role is budgeted at £23,000 for 20 hours of provision per week. The current funding will allow us to fund this. The additional £22,500 requested from Huish Episcopi (£15k) and Langport (£7.5k) would allow us to increase to 37.5 hours weekly, covering:

- Salary and on-costs for the Connector role.
- Volunteer coordination and support.
- Small allowance for travel and outreach expenses.

Who we are

SBA CIC is a not-for-profit Community Interest Company based at Great Bow Wharf in Langport.

Since 2010, we have supported thousands of individuals and micro-businesses to gain skills, enter employment, and build confidence. We operate on a “profits for purpose” model, reinvesting all surpluses back into projects that support local communities.

We are and continue to be a lead delivery partner, responsible for programme design, operational delivery, and community engagement for a number of programmes. We are the current operators of The Angel Hospitality Training School and Community Café, responsible for day-to-day operational delivery.

Conclusion

Huish Episcopi residents need accessible, consistent, and preventative community support. By investing £15,000 in the Connector role, Huish Episcopi Town Council will help double the hours available, strengthen provision for vulnerable groups, and ensure long-term sustainability through our Pay It Forward scheme and membership model.

This is an opportunity to enhance existing funding, leverage wider partnerships, and ensure that The Angel Community Café continues to be the welcoming hub at the heart of our community and an access point for community provision and services.

There is a working model locally in Martock where the Parish Council fund the role of a job club co-ordinator and two community support coordinators working with services and families. The Connector role we propose combines all three of these elements. Ideally, we will look to employ two part time roles.

Submitted by:

Aisha Elliott – aisha@sbacic.org

Patricia Marks – patricia@sbacic.org

Joint Councils¹ Committee (JCC)

Terms of Reference (TOR)

1. Purpose

- 1.1. To consider how best to progress the merger of both councils to enable a smooth transition to a single, unified Parish Council that represents the combined area of Huish Episcopi and Langport and its inhabitants.
- 1.2. To provide recommendations to both councils on issues that need to be considered in order to achieve the best possible position for handover to the new Council.
- 1.3. To provide detailed, written reports on those issues, with options a recommendation to both councils.
- 1.4. Review and management of the S106/CIL assets of Huish Episcopi and Langport Town. No funding or monies may be applied for from the S106 fund, by either Council without the prior endorsement of both Councils (via RESOLUTION).
- 1.5. The requirement for the JCC and its TOR will be reviewed at each Annual Parish and Town Council Meeting, for which it may provide an annual report.

2. Membership

- 2.1. All Cllrs from both councils are members of the JCC.
- 2.2. Quorum will be six, consisting of three from each Council.

3. Administration

- 3.1. Agendas and minutes will be produced by a designated Clerk/Officer in consultation with both Council Chairs, or another Committee member with the agreement of those Chairs.
- 3.2. Working parties will be appointed from the JCC with a specific area of responsibility to consider, providing recommendations in the form of a written report to be agreed by the JCC, before being taken to both Councils for APPROVAL.
- 3.3. The Committee will agree the wording of a MOTION for APPROVAL by the Councils.
- 3.4. Draft minutes for comment will be circulated to all members of the Committee within 1 month of the JCC meeting for which they serve. Minutes will be taken as read and approved at the next meeting of the Committee and made available to both Councils once approved.
- 3.5. Meetings shall be held in a location incurring minimal cost to the Councils and shall not exceed 2 hrs in length.
- 3.6. Meeting locations, dates and times (to be agreed by both Councils):
 - a. 7th January 2026, 7pm @ Langport Town Hall
 - b. 4th March, 7pm @ Langport Town Hall (*Reserve date if required*).
 - c. 6th May 2026, 7pm @ Langport Town Hall
 - d. Further dates to be agreed...

¹ Huish Episcopi Parish and Langport Town

Huish Episcopi Parish Council

Clerk: Julie Ferguson

Tel: 07783 475200 **E-mail:** clerk@huishepiscopi-pc.gov.uk

4. Procedure

- 4.1. All meetings of the Joint Councils Committee will be convened in accordance with the Huish Episcopi Parish Council's Standing Orders and Councillors will conduct themselves in accordance with the Somerset City Town and Parish Councils Code of Conduct.
- 4.2. Any delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Council meetings of both Councils.
- 4.3. The Chair for each JCC meeting will alternate between Council Chairs.
- 4.4. Committee meetings are to be held in public, but may be excluded under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. The public's exclusion shall be by RESOLUTION, with reasons given.
- 4.5. Advertising the time and place of a working group meeting is not required as the public do not have an automatic right to attend.