



## Agenda

Councillors are hereby summoned to attend the Annual Meeting of the Parish Council on  
**Tuesday 12th May 2026 at 7:00pm in the Methodist Hall**

Members of the public are invited to attend and can make statements or queries by prior written request to the Clerk.

1. To elect a Chair and Vice-Chairman
2. To receive the Chair's Declaration of Acceptance of Office
3. Public participation session:
4. To receive apologies for absence
5. To receive declarations of pecuniary or other interest from councillors relating to agenda items  
*Councillors are reminded that any declarations of interest should also be made for persons closely associated with Councillors.*
6. To sign, as a correct record, the minutes of the meeting held on 14th April 2026
7. Matters of report arising from the previous minutes not covered on the agenda
8. County and District Councillor reports
9. To receive an update on the hub project and consider any costs relating to hub required to progress the project (SN)
10. To consider and approve the IT, Biodiversity, and Sexual & General Harassment Policies (clerk)
11. To sign the Civility and Respect Pledge (clerk)
12. To consider purchase of IT equipment for the clerk and RFO (clerk)
13. To consider buying the 14th edition of Local Council Administration (clerk/RFO)
14. To review and agree the Annual Governance Statement 2025/26 for the external audit
15. To review and agree the Annual Accounting Statement 2025/26 for the external audit
16. To set dates for Notice of Public Rights and Publication of Unaudited AGAR Return
17. Planning (RFO)  
Planning applications received, WODC decisions, pending.
18. Financial Matters
  - a) Report from Finance and Other Business Group (RFO)
  - b) Presentation of the monthly financial summary & bank reconciliation (RFO)
  - c) To approve the monthly payment schedule & any necessary transfers between council accounts (RFO)
19. Working Groups: To discuss groups or allocation of responsibilities to Councillors.
20. Report of Clerk:
21. Items for inclusion in the Hanborough Herald report
22. Miscellaneous items from Members – for information only
23. Date of the next meeting: Tuesday 12th June 2026 at 7:00pm

A handwritten signature in black ink, reading "J P Gammage". The signature is written in a cursive style and is enclosed in a light yellow rectangular box.