

SOUTH WILLINGHAM PARISH COUNCIL ANNUAL MEETING

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Council which will be held on Tuesday 19 May 2026 at 7.15 pm in the Parish Hall following the Annual Parish Meeting at 6.50 pm, at which your attendance is also requested.

Residents are invited to attend the Annual Parish Meeting at 6.50 pm when they may raise any issues of concern about the village.

A G E N D A

- 1 Apologies for absence and reasons given
- 2 Declarations of interest in any items on this agenda
- 3 Election of Chair 2026/27
- 4 To receive the Chair's Declaration of Acceptance of Office
- 5 Election of Vice-Chair 2026/27
- 6 To receive the Vice-Chair's Declaration of Acceptance of Office
- 7 Co-option of new councillors
- 8 Vacancies
- 9 To agree the Minutes of the Meeting held on 17 March 2026
- 10 Matters Arising from the Meeting held on 17 March 2026 (if not included on this agenda)
- 11 Financial matters:
 - i. Certificate of exemption AGAR 2025/26
 - ii. Annual Return 2025/26 Annual Governance Statement
 - iii. Annual Return 2025/26 Statement of Account
 - iv. Annual Internal Audit Report 2025/26
 - v. Presentation of financial report
 - vi. General reserves 2026/27
 - vii. Payment of insurance premium £179.72
 - viii. Payment of LALC membership £92.36
 - ix. Payment of Parish Hall donation £50
 - x. Payment of LIVES donation £50
 - xi. Payment of contribution to village website – to be confirmed
 - xii. Payment of contribution to churchyard maintenance fund £50
 - xiii. Payment of contribution to church clock maintenance £75
 - xiv. Payment of Clerk gratuity £50
 - xv. Approval of cheques for reimbursement of Village Tidy-up costs: wood preservative and catering
- 12 Budget 2026/27: to include discussion of employment of a clerk and external website management
- 13 Discussion of IT policy
- 14 Discussion of GDPR policy
- 15 Allocation of roles and responsibilities
- 16 Defibrillator
- 17 Heneage bike track (standing item)
- 18 Risk management (standing item)
- 19 Planning matters (if any)
- 20 Correspondence – Biscathorpe Oil decommission
- 21 Items for next agenda
- 22 Date of next meeting: Tuesday 21 July 2026

If you are unable to attend this meeting, please let me know as soon as possible. Shirley Asquith, Clerk 01507 313832