

ILTON PARISH COUNCIL

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NOTICE OF ANNUAL MEETING OF PARISH COUNCIL

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so, prior notification to the Clerk by noon the previous Friday would enable a full response when appropriate to be given. Members of the public will be able to participate informally from 6.30pm to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chairman or clerk aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that the appropriate arrangements can be made.

Tuesday 19th May 2026

To all members of **Ilton Parish Council**. You are summoned to attend the **Annual Meeting of Ilton Parish Council** to be held at **The Merryfield Hall** on **Tuesday 26th May 2026 at 6.30pm** when the following business will be transacted.

Yours faithfully



Parish Locum Clerk

6.30pm – Prior to the start of the meeting

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments (no longer than 3 minutes each) on matters affecting Ilton Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

Reports from Unitary Councillors

The Unitary Councillors are invited to give short (no more than 5 minutes) oral or written reports on matters affecting Ilton Parish. Members of the public, as well as Councillors, may ask questions or make comments on matters raised.

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- 5.1 To elect a Chairman & receive the signing of Statutory Declaration of Office for the Chairman
 - 5.2 To confirm staffing committees recommendation to appoint locum clerk and consultant locum/administrative support on scale point 22 (£16.93) and £25 per hour respectively for 10-15 hours per week and as necessary (not exceeding 10 hours per week) respectively, along with travel expenses at .45p per mile for a minimum of three months - to be reviewed at the next available meeting thereafter. Backdated to week commencing 11th May.
 - 5.3 To receive and hear the signing of the declaration of office for the newly elected members
 - 5.4 To elect a Vice Chairman
 - 5.5 To receive any apologies for non attendance
 - 5.6 To receive any declarations of interest
 - 5.7 To approve the Minutes of the Annual Parish Meeting and the Parish Council Meeting of 12th May and 24th March 2026
 - 5.8 To review and adopt appropriate standing orders (including the terms of reference for committees) and the financial regulations.
 - 5.9 To appoint members to existing posts with regard to:
 - (a) Planning

- (b) Staffing committee
- 5.10 To appoint representatives to the following areas of Parish responsibility:
 - (a) Cemetery and Churchyard
 - (b) Footpaths & Bridleways
 - (c) Highways, Roads & Transport
 - (d) Recreation Ground and user groups (football) & Playpark
 - (e) Brook Green, Village Green & Copse Lane
- 5.11 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); and to re-adopt the Parish Council's Publication Scheme and confirm the Parish Council's Qualified Person under Section 36 of The Freedom of Information Act 2000
- 5.12 Approve the proposed meeting schedule for 2027 which includes the APM and AMPC
- 5.13 To review and adopt the Council's Code of Conduct
- 5.14 To review and adopt the Council's Investment Strategy /policy and Reserves policy
- 5.15 To review & adopt the Council's Risk Assessment
- 5.16 To review & adopt the Council's Asset Register including verifying physical existence of items
- 5.17 To review and adopt all other Councils policies and procedures not listed as separate items including IT policy, GDPR training slides, grants policy etc
- 5.18 To re-appoint the Council's Locum Responsible Financial Officer
- 5.19 To approve Council's subscriptions to outside bodies, SALC, NALC, £475.78, ICCM & ICO
- 5.20 To approve the Council's Bank Mandates – in all cases the Clerk/rfo is the administrator with 2 out of at least 3 (and more if appropriate) Councillors registered to sign/authorise.
 - (a) Lloyds, current account and instant access
 - (b) Hinkley & Rugby
 - (c) Redwoods
- 5.21 To receive and approve the report of the Internal Auditor and note any recommendations raised and receive and approve the AGAR.
 - (a) To formally approve the internally audited accounts for 2025/26
 - (b) To approve the Annual Return for the year ending 31 March 2026;
 - Section 1: to approve the Annual Governance Statements.
 - Section 2: to approve the Accounting Statements.
 - (c) To authorise the signing of the Annual Return.
 - (d) To announce and note that the period of elector's rights will commence on Wednesday 03 June 2026 and finish on Tuesday 14 July 2026.
 - (e) Note public notifications will be placed on Parish Council noticeboard and website.
- 5.22 To confirm the receipt and review of all Councillors Register of Interests forms
- 5.23 Approve council insurance renewal with Clear Councils as set out by RFO for 1st June 2026 £1574.
- 5.24 To approve a resident instillation of memorial bench at no cost to council
- 5.25 To note the Fern cancellation of earth mound removal
- 5.26 Finance
 - (a) To note the items of expenditure and approve payments list, note and approve the March & April 2026 all banks reconciliation and receipt lists
 - (b) Note the rfo report ending 30th April 2026
 - (c) Approve minor amendments as set out in rfo report for 2026/27 budget
 - (d) Approve bolder instillation using a virement from enhanced ground maintenance and from Brook Green allocation of £250
 - (e) To approve to submit application to planning for the recreation ground carpark
 - (f) Approve reappointment of internal auditor (Town and Parish Auditing Services) for 2026/27
- 5.27 To receive any additional short reports from Councillors
- 5.28 Other matters referred to officers
- 5.29 Date of next meeting – Tuesday 23rd June 2026 at The Merryfield Hall