

WILLOUGHTON PARISH COUNCIL

The Annual Meeting of the Parish Council will be held in the Village Hall, Thursday 28th May 2026 after the Annual Parish Meeting.

Members of the public and press are welcome to attend.

Hazel Fox – Parish Clerk 15thth May 2026.

AGENDA

2605/01

Election of Chair.

- a. To receive nominations and elect a Chair for the Parish Council for 2026/2027.
- b. To receive the Chair's Declaration of Acceptance of Office.

2605/02

Election of Vice Chair.

- a. To receive nominations and elect a Vice-Chair for the Parish Council for 2026/2027.
- b. To receive the Vice-Chair's Declaration of Acceptance of Office.

2605/03

Apologies for absence.

2605/04

Declaration of Interests / Dispensations.

Declarations of Interests in respect to agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. Members declaring interests should identify the agenda item and the type of interest being declared.

2605/05

Public Participation:

Members of the public may raise subjects, which they wish to bring to the attention of the Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced unless the meeting is suspended by the Chair.

2605/06

Minutes.

To approve the minutes of the meetings held 10th April 2026.

2605/07

Report from Cllr. P. Howitt-Cowan.

2605/08

Report from Cllr. C. Reeve.

2605/09

Risk assessment/audit papers

- a. Approve Annual Internal Audit Report 2025/2026.
- b. Approve Annual Governance Statement 2025/2026.
- c. Approve Accounts 2025/2026.
- d. Approve Accounting Statements 2025/2026.
- e. Approve Certificate of Exemption 2025/2026.
- f. Approve Risk Assessment.
- g. To approve meeting schedule.

2605/10

Policies and Procedures.

To review and consider the adoption of the following policies and procedures:

- a. Action plan 2026-2027.
- b. Recruitment and Selection Policy and Procedures.
- c. Staff Appraisal Policy.
- d. Appraisal Form.
- e. To consider the formation of a Personnel & Disciplinary Committee.

2605/11

Council Insurance and Asset Register.

To review the Council's current Asset Register and insurance renewal.

2605/12

Playing Field.

- a. Outstanding matters.
- b. Clerk and Councillor inspections.

2605/13

Highways.

- a. Blocked grating between 3 and 7 Northfield Lane.
- b. Road surface Hollowgate Hill.

- c. Safety review A15/B1398 roads.
- d. Daffodil planting.
- e. Salt bin update.
- f. Village entrance fencing.

2605/14 First aid/Defibrillator training/Bleed kits.

2605/15 Village Hall.

2605/16 Emergency/Flood plan.

2605/17 Accounts.

- a. To approve payments.
- b. Budget monitoring 2026-2027.

2605/18 Correspondence received.

Circulated in advance.

2605/19 Agenda for future meetings.

To take note of any items Councillors wish to Agenda for the next or future meetings.

**2605/20 To confirm the date and time of next Meeting (subject to any change in circumstances) as:
Thursday 23rd July 2026 @ 6.30pm.**