

Donhead St Andrew Parish Council



Notice of Meeting:

To all Members of Donhead St Andrew Parish Council,
you are hereby summoned to participate in

The Annual Council Meeting

To be held at St Andrew's Church, Donhead St Andrew

Thursday 14th May 2026 @ 7:30pm

Signed: *S. Pritchard*
Mr Simon Pritchard PSLCC
Parish Clerk & Responsible Finance Officer

Formal Meeting Agenda

1) Election of Chairperson:

To appoint a chairperson for the municipal year 2026/27

2) Election of Vice-chairperson:

The council may choose to appoint a vice-chairman for the municipal year 2026/27

3) Apologies of Absence:

To receive and approve any apologies of absence.

4) Declarations of Interest:

Members to declare interests in any agenda item:

- Declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests.
- Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.
- Applications for dispensations: to be submitted in writing to the Parish Clerk before the meeting.

5) Adoption of Previous Council Meetings Minutes:

To adopt the minutes of the last meetings held on: **Thursday 12th March 2026**

6) Members Portfolios:

The Parish Council operates a portfolio system, some members hold extra responsibility for addressing issues within their portfolio area.

To confirm any special areas of responsibility held by members.

Footpaths / Rights of way	Highways / Parish Steward
Flood Warden(s)	Bank Rec Checker
Cemetery Checker	Any other?...,.

7) Bank Account Signatories:

To confirm the current signatories and add anymore if required.
Current: Cllrs Simon Barkham, Alistair Stoker& Jennifer Luckyn-Malone

8) Assets Register 2026:

To review and adopt the council's assets register.

9) Risk Assessment 2026/27:

To review and adopt the 2025/26 risk assessment.

10) Adoption of Key Council Policies:

To adopt/re-adopt key polices

A. Standing Orders

B. Financial Regulations

C. IT Policy

11) Annual WALC Membership Renewal 2026/27:

To resolve maintaining membership of the Wilshire Association of Local Councils and authorising payment of £195.72

12) PARISH COUNCIL FINANCE 2026/27:

A. Approval of Payments:

To approve payments to be made:

1. S. Pritchard - WFHA & Exps Mar - Apr 26 - £55.60

B. Payments Made Since the Last Meeting:

To receive the payments list.

C. Budget Vs Spend to Date

To receive the latest budget Vs spend to date

D. Review of Earmarked Balances:

To receive and review the earmarked balances information.

13) Annual Governance & Accounting Return 2025/26:

A. End of Year Outturn 2025/26:

To receive the final spend against budget reports.

B. Internal Audit Report 2025/26:

To receive the Internal Auditors report for 2022/23
To review the effectiveness of the audit

C. The Annual Governance Statement 2025/26:

To resolve on the council's response to the governance statements

D. The Annual Accounting Statement 2025/26:

To receive and approve the annual accounting statement.

E. Declaration of Exemption:

To resolve on claiming exemption from External Audit for 2025/26

F. Confirmation of Public Rights:

To confirm the dates for public rights of inspection will be Wednesday 3rd June to Tuesday 14th July 2026

14) Chair & Clerk Verbal Updates:

To receive any verbal reports.

a) Chairperson's Report

b) Parish Clerk's Report

- Crofters Lodge - no response to letter.
- Parking at Watergate Cottage - no further update
- Hosting StarFest 2027?

End of Formal Meeting