



Milborne St Andrew Parish Council

Minutes of the Annual General Meeting Held on Wednesday 06th May 2026 after Full Council Meeting

1. **CONFIRMATION OF ELECTION OF CHAIRMAN**
 - 1.1 To elect Chairman
Cllr Greening was proposed, seconded and duly elected Chair of the Parish Council.
 - 1.2 To receive Chairman's Declaration of Acceptance of Office
The declaration was signed.

2. **CONFIRMATION OF ELECTION OF VICE CHAIRMAN**
 - 2.1 To elect Vice Chairman
Cllr Stephens was proposed, seconded and duly elected Vice Chair of the Parish Council.
 - 2.2 To receive Vice Chairman's Declaration of Acceptance of Office
This would be signed in due course.

3. **Appointment of Officers and brief holders**
 - 3.1 Rights of Way Officer
Cllr Macnair was appointed
 - 3.2 Flood Liaison Officer
Cllr Claxton was appointed
 - 3.3 Highways Liaison Officer
Cllr Macnair was appointed
 - 3.4 Milborne St Andrew Village Hall representative
Cllr Stephens was appointed
 - 3.5 Neighbourhood Plan review representative
Members agreed this position was no longer needed
 - 3.6 Milborne St Andrew Sports Club representative
No nomination was made
 - 3.7 Defibrillator Liaison representative
Mrs Jayne Williams was appointed
 - 3.8 Tree Warden
Cllr Greening was appointed
 - 3.9 Speed Indicating Device and Community Speed Watch coordinator
Mr Peter Chappell was appointed
 - 3.10 Flag Master
Cllr Greening was appointed
 - 3.11 Internal auditor
Mr John Paul of JP Consultants was appointed
 - 3.12 Banking signatories
Cllr's Macnair, Greening and Stephens were confirmed along with Mr Wayne Lewin.

4. Approval of regulations and documents

4.1 Standing Orders

Approved with no amendments

4.2 Code of conduct

Approved with no amendments

4.3 Financial regulations

Approved with no amendments

4.4 Freedom of information requests

Approved with no amendments

4.5 General data protection regulation

Approved with no amendments

4.6 Complaints procedure

Approved with no amendments

4.7 Environment policy

Approved with no amendments

4.8 Social media policy

Approved with no amendments

4.9 Safeguarding policy

Approved with no amendments

4.10 Health and Safety policy

Approved with no amendments

4.11 Equality and Diversity policy

Approved with no amendments

4.12 Street Naming Policy

Approved with no amendments

4.13 Procurement Policy

Approved with no amendments

4.14 Flag raising Policy

Approved with no amendments

4.14 Annual Risk assessment

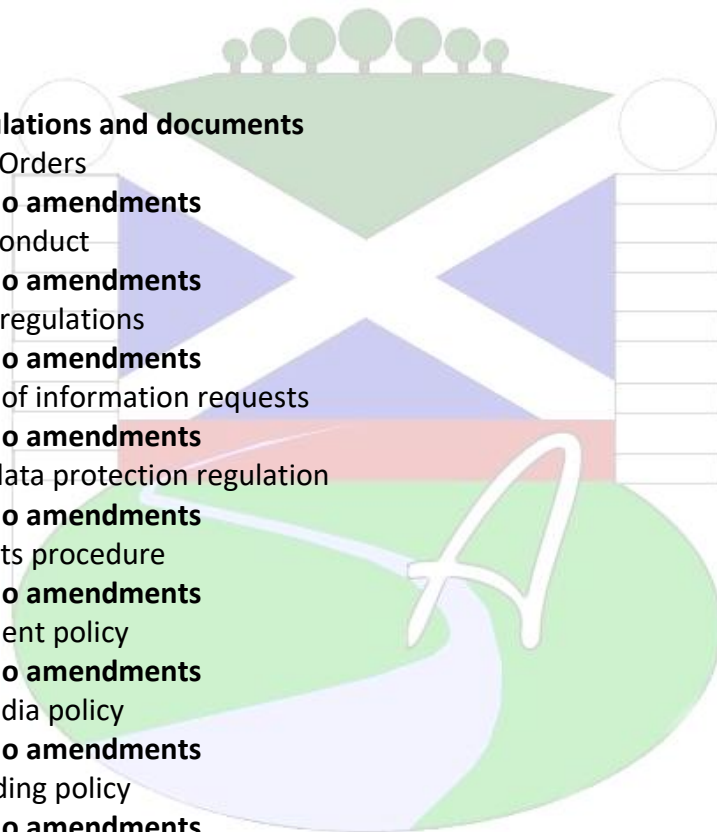
Approved with no amendments

4.15 IT Policy

This policy was endorsed

4.16 To confirm the frequency and timings of Full Council meetings

It was agreed that meetings will be held bimonthly on alternative months in January, March, May, July, September and November.



5. Finances and Audit

5.1 To approve income and expenditure for financial year 25/26 subject to audit
95 payments totalling £ 19981.91

10 receipts totally £ 17299.64

5.2 To approve the budget for financial year 25/26 subject to audit
The Budget spend against Precept was 90.64%

5.3 To approve the reserves for financial year 25/26 subject to audit
The General Reserve was declared at £ 5298.64

5.4 To approve the asset register as of 31st March 2026
The Asset Register was declared at £ 87815

5.5 To approve the insurance schedule for 26/27
The insurance schedule was approved with no amendments

5.6 To confirm certificate of exemption
This was declared as neither payments nor receipts exceeded £25,000.00

5.7 To confirm any conflicts of interest with BDO (external auditors)
No declarations were made

5.8 To confirm the dates for notice of public rights to view unaudited accounts
Members agreed to the right to view unaudited accounts from 01st July for the statutory period of 28 working days

5.9 To approve the Annual Governance and Accountability Return for 25/26 subject to audit to include Annual Governance Statement and Accounting Statements
This was approved and signed by the Chair the Clerk