



Milborne St Andrew Parish Council

Agenda of the Annual General Meeting

Held on Wednesday 22nd April 2026 after Annual Village Meeting

- 1. CONFIRMATION OF ELECTION OF CHAIRMAN**
 - 1.1 To elect Chairman
 - 1.2 To receive Chairman's Declaration of Acceptance of Office
- 2. CONFIRMATION OF ELECTION OF VICE CHAIRMAN**
 - 2.1 To elect Vice Chairman
 - 2.2 To receive Vice Chairman's Declaration of Acceptance of Office
- 3. Appointment of Officers and brief holders**
 - 3.1 Rights of Way Officer
 - 3.2 Flood Liaison Officer
 - 3.3 Highways Liaison Officer
 - 3.4 Milborne St Andrew Village Hall representative
 - 3.5 Neighbourhood Plan review representative
 - 3.6 Milborne St Andrew Sports Club representative
 - 3.7 Defibrillator Liaison representative
 - 3.8 Tree Warden
 - 3.9 Speed Indicating Device and Community Speed Watch coordinator
 - 3.10 Flag Master
 - 3.11 Internal auditor
 - 3.12 Banking signatories
- 4. Approval of regulations and documents**
 - 4.1 Standing Orders
 - 4.2 Code of conduct
 - 4.3 Financial regulations
 - 4.4 Freedom of information requests
 - 4.5 General data protection regulation
 - 4.6 Complaints procedure
 - 4.7 Environment policy
 - 4.8 Social media policy
 - 4.9 Safeguarding policy
 - 4.10 Health and Safety policy
 - 4.11 Equality and Diversity policy
 - 4.12 Street Naming Policy
 - 4.13 Procurement Policy
 - 4.14 Annual Risk assessment
 - 4.15 IT Policy
 - 4.16 To confirm the frequency and timings of Full Council meetings



5. Finances and audit

- 5.1 To approve income and expenditure for financial year 25/26 subject to audit
- 5.2 To approve the budget for financial year 25/26 subject to audit
- 5.3 To approve the reserves for financial year 25/26 subject to audit
- 5.4 To approve the asset register as of 31st March 2026
- 5.5 To approve the insurance schedule for 26/27
- 5.6 To confirm certificate of exemption
- 5.7 To confirm any conflicts of interest with BDO (external auditors)
- 5.8 To confirm the dates for notice of public rights to view unaudited accounts
- 5.9 To approve the Annual Governance and Accountability Return for 25/26 subject to audit to include Annual Governance Statement and Accounting Statements