



25th June 2026

Dear Councillors,

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Seend Parish Council for the transaction of the business shown on the agenda below.

Tuesday 30th June, to be held at 18.30, Irene Usher Hall, Seend, Melksham.

Public Participation.

Members of the public and the press may attend this meeting. Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their questions to clerk@seendparishcouncil.co.uk by noon on the working day before the meeting. You should still attend the meeting, in person to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hayley Bell', is written over a horizontal line.

Miss Hayley Bell – Parish Clerk

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| 1. Apologies. | 18.30 – 18.35 |
| To receive apologies for absences | |
| (Local Government Act, 1972 s.85) | |
| 2. Declaration of Interests. | 18.35 – 18.40 |
| To declare an interest relating to the business of the meeting. | |
| (Seend Parish Council Code of Conduct) | |
| 3. Minutes | 18.40 – 18.45 |
| To approve the minutes of the previous meeting, Tuesday 26 th May 2026. | |
| (Local Government Act 1972, s. 12) | |
| 4. Action Tracker | 18.55 – 19.10 |
| 5. Public participation | 19.10 – 19.30 |
| To allow public participation, 3 minutes per person, 20 minutes allocation. | |
| (Local Government Act 1972, s. 12) | |
| 6. Wiltshire Councillor Tamara Raey Updates | 19.30 – 19.40 |
| 7. A) LHFIF – Update Cllr Halliday | 19.50 – 19.55 B) |
| Speed Watch – Update Cllr Savage | |
| C) Area Board – Update Cllr Halliday | |
| 8. Reports from Parish Councillors | 19.55 – 20.00 |
| 9. Planning Applications | 20.15 – 20.20 |
| None to consider. | |
| 10. Parish Steward | 20.20 – 20.25 |
| 11. Payments | |

Presentation of End-of-Year Accounts

- Income and expenditure summary
- Bank reconciliation
- Balance sheet or statement of reserves

Review of Assets

Internal Audit Report

- Consideration of any recommendations

Approval of the Annual Accounts

- Resolution to approve the accounts for the financial year April 2025 end March 2026.
- To note the dates for the public rights OF unaudited annual governance accountability Return 1st July 2026 – 11th August 2026

Annual Governance Statement

Accounting Statements / Annual Return

- Review and approval before submission to external auditors

Reserves Review

- Earmarked and general reserves

To Note Appointment of Auditor Internal and External PK

End-of-Year Accounts 2025/26

To receive, consider, and approve the council's annual accounts for the year ending 31 March 2026 and authorise submission of the annual return.

To approve Cllr Halliday and Cllr Savage to be additional signatories on the Bath Building

To Consider the quotes for Verge Cutting.

To note and accept April payments

Payee	Amount	Reason
Hugo Fox	£23.99	Web Site
Irene Usher Hall	£25.00	Hall Hire
Miss H Bell	£515.32	Salary
Auditing Solutions	£408.00	Audit
Scribe	37.20	1 st April 2026

Next meeting, Tuesday 28th July 18.30 pm – Irene Usher