

TWYWELL PARISH COUNCIL

SEPTEMBER MEETING

NOTICE OF MEETING & AGENDA

Date: 3rd September 2026

Time: 7:00 pm

Venue: McQueen House

Reference: TPC/26/09

Members of the public are welcome to attend.

AGENDA

Item No.	Agenda Item
26/09/1	Apologies for Absence
26/09/2	Declarations of Interest
26/09/3	Minutes of Previous Meeting To approve the minutes of the previous parish council meeting.
26/09/4	a) PROPOSAL to NOTE the internal audit report and agree any actions recommended. b) PROPOSAL to APPROVE and SIGN the annual governance statement, Section 1 of the Annual Governance and Accountability Return (AGAR). c) PROPOSAL to APPROVE and SIGN the accounting statements in Section 2 of the Annual Governance and Accountability Return. Certificate of Exemption – Twywell Parish Council NOTE Income and expenditure for the year is under £25K for year end 24/25 Twywell Parish Council DECLARE themselves as exempt under the transparency code and are not required to submit the AGAR for external audit PKF Littlejohn and sign a declaration for submission to PKF Littlejohn.
26/09/5	Notice of the Intention to Co-opt a Parish Councillor To receive notification from the Principal Authority that the vacancy may be filled by co-option and to agree the recruitment process and timeline.
26/09/6	Village Gates and Speed Signs Update Awaiting further feedback from NNC Highways. Overview of project objectives and next steps to be discussed.
26/09/7	Home Farm Barn – Update on Developments Seeking information on the developments of the barn by Home Farm.
29/09/8	Alternative location for Parish Council meetings. To discuss an alternative location for the parish council meetings, currently we are paying £40 per hour for the use of McQueen house
26/09/9	IT Policy – Adoption To consider and adopt the Council's IT Policy. A draft IT Policy has been prepared by Cllr Totten for members' consideration and approval.
26/09/10	Social Media Policy – Adoption To consider and adopt a Social Media Policy for the Council, including arrangements for using social media platforms to engage with villagers, publicise meetings and invite residents to submit agenda items ahead of forthcoming meetings.
26/09/11	Bank Account Access – Cllr Totten To agree that Cllr Totten be granted access to the Council's bank accounts for the purpose of oversight and the day-to-day financial management of the Parish Council, to support the day-to-day financial oversight and administration of the Parish Council.
26/09/12	Purchase of Microsoft Office 365 – Parish Council Laptop To consider and approve the purchase of a Microsoft Office 365 subscription for the Parish Council laptop, to support the administrative functions of the Council.

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26/09/13	Public Session Members of the public are invited to raise matters of local concern. Speakers are asked to limit contributions to 3 minutes. The Council may not be able to make decisions on matters raised but will note all comments.
26/09/14	Exclusion of the press and public: To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media to be excluded from the meeting during the consideration of the following items of business, as publicity would be prejudicial to the public interest due to the confidential nature to the business to be transacted.
26/09/15	Confidential item Staffing Matters
26/09/16	Date of Next Meeting

Signed: _____ Date: _____

Parish Clerk, Twywell Parish Council