



To members of Atcham Parish Council:

**You are summoned to the annual meeting of Atcham Parish Council to be held on Wednesday 13th May 2026 at 8pm at The Malthouse, Atcham.**

**Alison Utting, Parish Clerk 06/05/2026**

*Please note: There will be no public session or reports as the Annual Community Meeting will be held immediately prior to this meeting.*

## **AGENDA**

*Prior to the meeting, Cllr Perks to sign his Declaration of Acceptance of Office.*

### **26/033 ELECTION OF CHAIR**

*The Chairman to sign their Declaration of Acceptance of Office.*

### **26/034 ELECTION OF VICE-CHAIR**

### **26/035 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE**

**26/036 DECLARATIONS OF INTEREST** – Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. *(Members are reminded that they are required to leave the meeting during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is recorded in the register of members' interests maintained by the Monitoring Officer).*

**26/037 MINUTES** – To approve the minutes of the parish council meeting held on 22 April 2026.

### **26/038 ELECTION OF OFFICERS, COMMITTEES AND REPRESENTATIVES**

- a) Staffing Committee (3 councillors)
- b) SALC representative
- c) Village Hall representative
- d) Internal checker (finance)

**26/039      PROGRESS REPORT** – To receive updates on current matters. To include: Road resurfacing and line painting. Village gates. Lining at Emstrey Bank. Vehicle Activated Signs. Bin emptying (SC). Rocks in river. Phone box.

**26/040      PLANNING**

- a) To consider any **planning applications** received in advance of this meeting.
- b) To note any **planning decisions** published in advance of this meeting.

**26/041      FINANCE**

- a) To approve **payments** and note **receipts**.
- b) To approve the **accounts** and **bank reconciliation** to date.
- c) To review **banking signatories**.
- d) To consider the **Environmental Maintenance Grant report** 2024-25 and vote on the resolution.
- e) To consider renewal of the **Joint Energy Agreement**.

**26/042      LEGAL MATTERS**

- a) To approve the current **Asset Register**.
- b) To consider the **parish council insurance report** and vote on the resolution.
- c) To **review all existing policies** as follows: Standing Orders; Financial Regulations; Code of Conduct; Staffing Committee TOR; Risk Management Policy; Freedom of Information Policy; Data Protection Policy; Social Media & Digital Communication Policy; Equality and Diversity Policy; Grievance and Discipline Policy; Complaints Policy; Co-option Policy; Gifts & Hospitality Policy. (All policies available to view on APC website).

**26/043      AUDIT**

**Annual Governance and Accountability Return (AGAR) 2025-26.**

To consider and approve:

- (1) Internal Auditor's report
- (2) External audit exemption certification
- (3) Section 1 - Annual Governance Statement
- (4) Section 2 - Accounting Statements
- (5) Electors' Rights – RFO to confirm intention to display notice and dates

**26/044 PARISH MATTERS** – To report any routine matters or suggest items for inclusion on future agenda.

**26/045 CORRESPONDENCE** – To note and consider responses.

**26/046 EXCLUSION OF PRESS AND PUBLIC**

*The Council is advised to resolve that members of the press and public be excluded from the meeting during consideration of the following agenda item to progress a confidential staffing matter, in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and the Data Protection Act 1998.*

**26/047 STAFFING MATTERS** – To receive a report from the Staffing Committee and consider any actions.