

## SALTHOUSE PARISH COUNCIL

To all members of Salthouse Parish Council

You are summoned to attend the Annual Salthouse Parish Council Meeting, which will take place on Monday 11<sup>th</sup> May 2026 at 7pm at British Columbia Hall.

*Jane Phelps, Clerk to Salthouse Parish Council*

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

### ANNUAL PARISH COUNCIL MEETING

#### AGENDA

1. Election of Chair for the following year. Chair to sign declaration of office.
2. Election of Vice Chairman for the following year. Vice-Chairman to sign declaration of office.
3. To consider for approval the minutes from the Annual Parish Council meeting held on 05 May 2025.
4. To consider apologies for absence
5. To receive declarations of interest and requests for dispensation by Councillors in any of the items listed.
  
6. Finance – Approval of AGAR
  - i. To consider and approve the internal auditors report for the year ending March 31<sup>st</sup> 2026
  - ii. To consider whether to exempt from external audit and if so to authorise the Clerk and Chair to sign the Exemption Certificate document
  - iii. To consider the assertions on and complete the Annual Governance Statement and to authorise the Clerk and Chair to sign
  - iv. To consider and approve the Accounting Statements and to authorise the Chair to sign. Error on previous year AGAR. Restatement of figures for council to approve.
  - v. To notify the parishioners of the Exercise of Public Rights period which will be June 3<sup>rd</sup> to July 14<sup>th</sup> 2026 and to notify who will be acting on requests to view.
  
7. Other Financial Matters
  - i. Receipts and Payments,
  - ii. Budget Monitoring and Bank Reconciliations
  - iii. To discuss update on banking for current account and reserves account to include authorised access and signatories for each
  - iv. To consider having a demonstration of Scribe Accounting Software. Purchase if needed starts from £25 per month.
  - v. To approve the following payments

Chq. No.	Payee	Amount
101005	Jane Phelps (Clerk)	£526.75
101004	Zurich Insurance	£501.18

8. To allow public participation limited to 15 minutes (3 minutes per person).

9. County and District Council Reports

**10. Planning**

- i. To receive any planning applications and decisions.
- ii. To receive any applications since the agenda has been published.

**11. Parish Matters**

- i. To agree an autumn date for when tenders for grass cutting will be invited and agree a date in December for these to be received by the Clerk for review by Council.
- ii. To update parishioners on the Beach Road situation following the meeting that took place with the Highways Officer.
- iii. To decide upon a date by which Councillors will have Council managed email addresses (gov.uk) in use and compliant with Assertion 10 of AGAR submission. Support for this to be provided as necessary.
- iv. To agree on steps to take to resolve the issue with access to Cuckoo Corner.
- v. To receive updates and results of inspections on Sports field and Children's Play Area.
- vi. To receive updates on use of allotments and payments received and payments outstanding.

**12. Correspondence****13. Any other business and items for next agenda****14. Time and date of next meeting**