

Chairman: Councillor I Kitson

Clerk: Mrs M Edwards

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SUMMONS issued under LGA 1972, Sch 12 para 10(2)(a)

## **ANNUAL MEETING OF THE PARISH COUNCIL**

I hereby give notice to the Councillors that the annual meeting of Hurstbourne Tarrant Parish Council will be held at the Hurstbourne Tarrant Community Centre on Monday 18<sup>th</sup> May 2026 at 6.00pm at which your attendance is required.

Members of the Press and Public are entitled to attend

Any questions for the Council can be emailed in advance to: [clerk@hurstbournetarrant-pc.gov.uk](mailto:clerk@hurstbournetarrant-pc.gov.uk)

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## **AGENDA**

1. TO ELECT A CHAIRMAN OF THE COUNCIL
2. TO ELECT A VICE CHAIRMAN OF THE COUNCIL
3. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN & VICE CHAIRMAN OR, IF NOT THEN RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED.
4. TO AGREE COUNCILLORS' RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2026/27
5. TO COMPLETE THE ANNUAL UPDATE OF REGISTER OF INTERESTS
6. TO AGREE A CHAIRMAN'S ALLOWANCE
7. TO INSPECT ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL AS REQUIRED
8. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING.  
  
\* Reviews of standing orders & financial regulations, policies & procedures, assets & land, and insurance cover are carried out at other meetings during the municipal year. Consideration of subscriptions falling to be paid annually is made during budget setting.
9. APOLOGIES FOR ABSENCE - to receive apologies
10. DECLARATIONS OF INTEREST - to receive from councillors any declarations of interest relating to items on the agenda, requests for dispensations, in accordance with the Council's code of conduct.

## HURSTBOURNE TARRANT PARISH COUNCIL

11. MINUTES OF PREVIOUS MEETING - To approve, propose, second and sign the minutes as a true record of the parish council meeting held on 20<sup>th</sup> April 2026.
12. ACTIONS ARISING from the previous minutes
13. PUBLIC PARTICIPATION - to receive any questions or petitions (for information only)
14. PLANNING - to discuss any planning matters and recent applications to TVBC
15. COUNCILLORS' UPDATES - to discuss any matters arising since the last meeting on 20<sup>th</sup> April 2026.
16. CLERK'S REPORT & CORRESPONDENCE
17. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26  
To approve the Annual Governance Statement in section 1 of the AGAR and to accept any recommendations or actions put forward by the internal auditor.  
[To agree the Clerk and the Chairman signing section 1 of the AGAR.](#)  
To agree that the statement of accounts contained in section 2 of the AGAR represented fairly the financial position of the Council.  
[To approve the Council's accounts and agree the Responsible Financial Officer and the Chairman signing section 2 of the AGAR.](#)  
Annual internal audit report 2025/26. To note page 3 of the AGAR together with any comments or recommendations arising from the internal audit.  
[To agree the dates for the publication of notice of public rights from 23<sup>rd</sup> June 2026 to 3<sup>rd</sup> August 2026](#)  
To confirm there are no conflicts of interests with the external auditor, BDO LLP
18. PERFORMANCE MONITORING 2025/6  
To review the effectiveness of the internal audit and adopt any recommendations as required to meet statutory financial obligations  
[To appoint an internal controller for the financial year 2026/27.](#)  
To appoint an internal auditor for the financial year 2026/27.
19. FINANCE - payments made since the last meeting on 20<sup>th</sup> April 2026
20. NEXT MEETING - the next ordinary meeting of the Parish Council is due to be held on Monday 15<sup>th</sup> June 2026.

13<sup>th</sup> May 2026

Distribution: Cllrs: I Kitson ; M Thomas ; L Russell ; J Williams ; J Bentley ; N Hedger  
Borough Cllr: P North : County Cllr: K North  
Copies to: website: [www.hurstbournetarrant-pc.gov.uk](http://www.hurstbournetarrant-pc.gov.uk)