

# NOTICE OF SHOTTISHAM PARISH COUNCIL ANNUAL GENERAL MEETING

**Tuesday 12<sup>th</sup> May 2026**

**at 8.00pm in the Trust Hall**

All councillors are hereby summoned to attend a meeting of the Parish Council as detailed above.  
All public and press are cordially invited.

## AGENDA

1. To Elect a Chair: Signing of the Declaration of Acceptance of Office
  2. Chair's welcome and apologies for absence
  3. PUBLIC FORUM: - *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
  4. To receive any Declarations of Interest
  5. Agree and sign Minutes of 10<sup>th</sup> March 2026 as a true record
  6. To confirm adoption of newly reviewed Standing Orders and Financial Regulations
  7. To adopt the LGA Model of Conduct 2020
  8. To accept and sign Accounts to 31<sup>st</sup> March 2026
  9. To accept Internal Auditor's Report for 2025/26 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2025/26
  10. To declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certificate of Exemption
  11. To agree and complete Section 1 of Part 2 of the AGAR 2025/26
  12. To agree and complete Section 2 of Part 2 of the AGAR 2025/26
  13. To review and agree updated Asset Register
  14. To discuss Planning Consultation DC/26/1496/TCA to fell an Ash at The Rectory, Church Lane
  15. To receive update on Highways Issues
  16. To receive update on playground issues
    - a) Clerk's report and Finance report:
      - a) Financial Report
      - b) Online payments authorised between meetings:

a. RJT Groundcare (grass cutting)	£120.00
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    - b) Online payments requiring authorisation:

a. Clerk's wages	£320.00
b. HMRC	£80.00
c. SALC subscription	£126.04
d. Trevor Brown (internal audit)	£200.00
e. Shottisham WI Trust Hall	£40.00
17. To receive updates on the action points from the previous meeting in March
18. Matters to be brought to the attention of the Council

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Lesley Roberts, Parish Clerk