

# **Swilland and Witnessham grouped Parish Council**

Clerk: Alison Burrows

Email: [clerk@swillandandwitnessham-pc.gov.uk](mailto:clerk@swillandandwitnessham-pc.gov.uk) Phone: 07719 176917

## **Parish Council Annual General Meeting**

**Wednesday 20th May 2026 at**

**Witnessham Village Hall, 7:30 p.m.**

### **Agenda**

143. Chair to formally open meeting, receive nominations for a new Chair and announce result following vote

144. To receive apologies from Councillors not attending

145. To Receive Councillors Declarations of Interest

146. To approve Minutes from the Parish Council meeting 18<sup>th</sup> March 2026

147. Questions or comments on Reports from SCCllr Elaine Bryce & ESC Cllr Dan Clery, ESC Cllr Colin Hedgley

148. To appoint committee members and councillor roles: Finance, Planning, Footpaths, Tree Warden, Play Area and Rec Ground safety checks, VHMC, Allotments, SAVID/CSW, Highways, Playing Field Management Committee and Flood Advisory Committee

149. Annual policy reviews  
Review the Council's Standing Orders  
Review Financial Regulations

150. To agree meeting dates 2026-27:

- Wednesday 15<sup>th</sup> July 2026
- Wednesday 16<sup>th</sup> September 2026
- Wednesday 18<sup>th</sup> November 2026
- Wednesday 20<sup>st</sup> January 2027
- Wednesday 17<sup>th</sup> March 2027
- Wednesday 21<sup>nd</sup> April 2027 Annual Parish Meeting
- Wednesday 19<sup>th</sup> May 2027 Annual General Meeting

151. The current Financial Situation – Clerks report

152. To approve the following payments (including VAT if applicable):

<b>Payment Reference</b>	<b>Payment to</b>	<b>Amount in pounds £</b>
a	Village Hall hire	30.00
b	Bank Charges Feb 2026	7.00
c	HMRC Q4	457.05
d	Clerk A Burrows March	491.18
e	Bank Charges March 2026	7.00
f	SALC Annual Subscription	463.26
g	Maljon Timber Preservation Ltd VH	2270.40
h	Clerk A Burrows April	491.38
i	Wave AWA	21.71
j	Bank charges April 2026	7.00
k	Heelis & Lodge Internal Audit fee	285.00
l	Village Hall Hire March/April	105.00
m	No Butts Bin Co Ltd – Allotment benches	1031.40
n	REJB repairs to play area	1170.84
o	P Sharples APM refreshments reimbursement	25.80

153. To Review Internal Auditors Report for 2025/2026 and internal controls.

a – to approve the Annual Governance Statement 2024-2025

b – to approve the Annual Accounts statement 2024-2025

154. Flood Advisory Committee update

155. Playing Field Future Plans update

156. Witnesham Village Hall update

157. Consider Donation to Swilland Church Community Hub

158. Cycle Stands and ESC grant

159. River Fynn Water Sampling Volunteers and Consider Donation

160. Councillor issues to be brought to the attention of the Parish Council

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

**Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.**