



To all members of the Council:

You are hereby summoned to attend the **Annual Meeting of the Council** to be held on **Tuesday, 12th May 2026 commencing 7.00 pm** in Highgate Hall, Overend, Elton PE8 6RU

The Parish Council meeting will follow immediately after this meeting.

Members of the public and media representatives are welcome to attend.

Kerry Rew, Clerk
clerk@eltonparishcouncil.gov.uk

AGENDA

1. ELECTIONS AND DECLARATIONS OF OFFICE
 - I. Election of Chair for the year 2026/27
 - II. Election of Vice-Chair for the year 2026/27
 - III. Signing of Declarations of Acceptance of Office by Chair and Vice-Chair
 - IV. Signing of Declarations of Acceptance of Office by Councillors
 - V. To fill by co-option a vacancy due to insufficient candidates standing for election
2. TO NOTE ATTENDANCE AND APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST
 - I. To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests.
4. TO CONFIRM MINUTES OF THE PREVIOUS ANNUAL MEETING OF THE COUNCIL 13TH MAY 2025
5. SCHEDULE OF COUNCIL MEETINGS
 - I. To confirm dates and venue of scheduled council meetings (as second Tuesday of every month except August, starting at 7:30 pm)
6. REGULATORY DOCUMENTS: To adopt or re-adopt:
 - I. Standing Orders
 - II. Financial Regulations
 - III. IT Policy 2026
 - IV. Data Retention Policy
 - V. Code of Conduct/Civility & Respect Pledge
 - VI. Model Publication Scheme
 - VII. Risk Assessment

VIII. Contact details for councillors

7. REVIEW OF ASSET REGISTER AND INSURANCE COVER

- I. To note confirmation of asset register
- II. To review insurance policy agreement and approve any amendments to cover for 1st July renewal

8. FINANCE:

- I. To review and approve the annual accounts and internal audit for publication
- II. To review, approve, and sign the Annual Governance & Accountability Return (AGAR) *Certificate of Exemption* for submission to external auditors and for publication
- III. To review, approve, and sign the AGAR *Form 2* for publication