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DRAFT MINUTES OF THE ANNUAL MEETING OF THE COUNCIL, HELD ON TUESDAY 12TH MAY 2026 COMMENCING 7.00 PM IN HIGHGATE HALL, OVEREND, ELTON PE8 6RU

PRESENT: Councillors Tim Cummins, Malcolm McCann, Ian Ross, Jan Speechley, Shirley Strowbridge, Brett Walsh, Paul Willson

IN ATTENDANCE: Kerry Rew, Clerk; two members of the public

1. ELECTIONS AND DECLARATIONS OF OFFICE

- I. It was RESOLVED to appoint Ian Ross as Chair for the year 2026/27
- II. It was RESOLVED to appoint Brett Walsh as Vice-Chair for the year 2026/27
- III. Cllrs Ross and Walsh signed the Declarations of Acceptance of Office of Chair and Vice-Chair witnessed by the Clerk
- IV. Declarations of Acceptance of Office were signed by all councillors and witnessed by the Clerk
- V. It was noted that due to insufficient candidates standing at the recent election a vacancy exists for one other councillor to be filled by co-option

2. APOLOGIES: County Cllr Bywater, District Cllr Beuttell

3. DECLARATIONS OF INTEREST

- I. There were no declarations of interest in items on the agenda or written requests for dispensations for disclosable pecuniary interests.

4. MINUTES OF THE PREVIOUS ANNUAL MEETING OF THE COUNCIL 13TH MAY 2025
Approved and signed by the Chair.

5. SCHEDULE OF COUNCIL MEETINGS

- I. Dates and venue of scheduled council meetings confirmed as second Tuesday of every month except August, starting at 7:30 pm in Highgate Hall. RESOLVED *

6. REGULATORY DOCUMENTS: It was resolved to adopt or re-adopt the following:

- I. Standing Orders - RESOLVED

- II. Financial Regulations – RESOLVED
- III. IT Policy May 2026 – RESOLVED
- IV. Data Retention Policy May 2026 – RESOLVED
- V. Code of Conduct/Civility & Respect Pledge - RESOLVED
- VI. Model Publication Scheme – RESOLVED
- VII. Risk Assessment – reviewed and re-adopted. Requires further review
- VIII. Contact details for councillors – email address for former Cllr Taylor deleted and name removed from notices and website listings

7. REVIEW OF ASSET REGISTER AND INSURANCE COVER

- I. The updated asset register was approved at a value of £63,265 - RESOLVED
- II. Cllr Ross to review insurance policy for renewal of cover 1st July 2026. To be confirmed at next Parish Council meeting 9th June 2026.

8. FINANCE:

- I. To review and approve the annual accounts, and to approve the internal audit report from Peterborough Accountancy Services as fairly stated, for publication on the PC website. RESOLVED
- II. To review, approve, and sign the Annual Governance & Accountability Return (AGAR) *Certificate of Exemption* for submission to external auditors PKF Littlejohn, and publication on the PC website. RESOLVED
- III. To review, approve, and sign AGAR *Governance Statement* and AGAR *Accounting Statement*, and review AGAR *Internal Audit Report* for publication on the PC website. Notice of public rights to be prepared by Clerk for publication. RESOLVED

The Annual meeting closed at 19:13 and was followed by the Parish Council Meeting.

*Future Parish Council meeting dates:

2026 9th June; 7th July; 8th September; 13th October; 10th November; 8th December
2027 12th January; 9th February; 9th March