

**Stainland and District Parish Council**  
**9<sup>th</sup> Annual Council Meeting**  
**Agenda**

16<sup>th</sup> April 2026

**To all members of the Stainland and District Parish Council**

**You are hereby summoned to attend the Annual Meeting of the Stainland and District Parish Council to be held at St Andrews Church on Thursday 28th May 2026 at 18:00 hours for the purpose of transacting the business set out below.**

**Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation.**

**Caroline Booth**  
**Parish Clerk & RFO**

	Item
<b>26.09.01</b>	To appoint a Chairman of the Council who, unless he or she resigns, becomes disqualified, is no longer a Councillor, or is otherwise replaced by resolution of the Council, shall continue in office until the date of the next Annual Meeting of the Council, and to allow the newly elected Chairman one calendar week to accept, sign and return the Acceptance of Office to the Parish Clerk.
<b>26.09.02</b>	To appoint a Vice Chairman of the Council who, unless he or she resigns, becomes disqualified, is no longer a Councillor, or is otherwise replaced by resolution of the Council, shall continue in office until the date of the next Annual Meeting of the Council, and to allow the newly elected Chairman one calendar week to accept, sign and return the Acceptance of Office to the Parish Clerk.
<b>26.09.03</b>	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning the Parish.
<b>26.09.04</b>	To record any apologies for absence
<b>26.09.05</b>	To receive and record any declarations of interest.
<b>26.09.06</b>	To approve the minutes of the last meeting as a correct record.
<b>26.09.07</b>	Approval of regular payments: <ul style="list-style-type: none"><li>- Finwood IT monthly office 365 costs</li><li>- Clerk and RFO's salary</li><li>- Regular Room Hire at St Andrews</li><li>- Bank charges - Lloyds</li><li>- Insurance – Hiscox</li></ul>

	<ul style="list-style-type: none"> <li>- Pension Payments – WYPF</li> <li>- Parish Gardening</li> <li>- Darts as approved up to quarter ends</li> <li>- Life Publications (previously GoLocal)</li> <li>- HMRC liabilities</li>   <li>- YLCA Subs</li> <li>- Rialtas Fees</li> <li>- Gritting – CMBC</li> <li>- Allotment Water – Business Stream</li> <li>- NAS fees</li> <li>- PFK Little John External Audit Fees</li> <li>- Lockup Rent – Oddfellows</li> </ul> <p>The council are to formally resolve for the year standing orders and direct debits to the above-named suppliers and the other annual / regular contractual payments to the above named suppliers to the value agreed within the budget and the clerks delegated expenditure authorised limits.</p>
<b>26.09.08</b>	Appoint representatives to committees (staffing and parish liaison and YLCA branch)
<b>26.09.09</b>	Set the time and place of ordinary meetings for the year ahead.
<b>26.09.10</b>	<p>Review and Adoption (or re-adoption) of Key Governance Documents and Internal Audit</p> <ul style="list-style-type: none"> <li>- Standing Orders</li> <li>- Financial Regulations</li> <li>- Code of Conduct</li> <li>- Asset Register</li> <li>- Insurance arrangements</li> <li>- Risk Management Scheme</li> <li>- Internal Control Arrangements</li> <li>- Data Protection, transparency compliance</li> </ul> <p>It is proposed review and consider re-appointing Elkerlodge Services again for 26/27 as the internal auditor for SDPC.</p>

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