PENSAX PARISH COUNCIL
Clerk: Carole Hirst
1a Church Walk, Stourport on Severn, Worcestershire. DY13 0AL

To Members of Pensax Parish Council

You are duly summonsed to attend the Annual meeting of Pensax Parish Council to be held on Tuesday 12th May 2026 at the Old Chapel, Menith Wood, immediately following the Annual Parish Meeting which commences at 7pm.

Agenda

1. **The meeting shall be chaired by the outgoing Chair, Andy Gillett, pending item 3.**

2. **Apologies.** To note apologies.

3. **Election of Chair and Vice Chair**
   a) Appoint Chairman and signing of Declaration of Office (The Chairman takes over chairing the meeting)
   b) Appoint Vice-Chairman

4. **Declarations of Interest:**
   a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
   b. To declare any Other Disclosable Interests in items on the agenda and their nature.
   c. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

   Democratic Period / Public Time
   Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. **In accordance with Standing Orders democratic time shall not exceed fifteen minutes nor anyone speak for more than two minutes. All comments are to be directed to the chairman of the meeting.**

5. **Minutes. To Approve the Minutes of the Parish Council Meeting on March 10th March 2026.**

6. **To note/review Council's Policy Documents.**
   (A) To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Code of Conduct, Grants Policy, Investment Strategy, Privacy Policy, IT Policy, Publications Scheme and Accessibility Statement.

7. **Finance.**
   a) Bank Reconciliations 31st March 2026 and 24th April 2026 (Circulated).
   b) Receipts, Payments from 13th January up to 12th May 2026.
   c) Budget update report to 24th April 2026

   d (i) To Approve the Audited accounts & Annual Return for 2025/26: from 1st April 2025 to 31st March 2026 (Part 2) as audited by Mrs Gill Lungley.
   (i) Consider Internal Auditor's Report & recommendations 2025/26 (attached)
   (ii) Proposal to consider Section 1: Annual Governance Statement 2025/26 (attached)
   (iii) Proposal to consider Section 2: Accounting Statements 2025/26(attached)
   Accounts & Audit regulations 2015
   (iv) To Consider approval the Annual Accounts for 2025/26 year ending 31st March 2026
   (v) To note the dates for the period for the Exercise of Public Rights for 2025/26 to set as Tuesday 3 June – Monday 14 July 2026
   (vi) To Consider the Exemption Certificate for 2025/26 as an Authority whose income and expenditure are under £25,000.

   e) To consider options for Noticeboard repairs/replacement.

8. **Planning-** To consider any items relating to Planning.

email: clerk@pensaxparish.org

9. **To allocate roles to Councillors for specific responsibility:** Lengthsman, Defibrillator Checks, Memorial Mowing checks, Noticeboards, Comms/Website

10. **Councillors reports and items for future agenda.** Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

11. **Date of next meeting.** The next Ordinary Parish Council meeting is on Tuesday 14th July 2026 at 7pm.

C. Hirst- Carole Hirst, Clerk to Pensax Parish Council

email: clerk@pensaxparish.org