

Sampford Arundel Parish Council

You are hereby summoned to attend the Annual Parish and Annual Parish Council Meetings to be held on Tuesday 12 May 2026 in the Parish Rooms at 7.30 pm. The agendas for meetings are set out below.

A Kendall

Parish Clerk – Alice Kendall

7 May 2026

ANNUAL PARISH AGENDA

1. **Signing of 2025 meeting Minutes** (*attached*)
 2. **Representatives from local Parish Groups to update the Council on their activities**
 3. **Report by the Chair Cllr Janet Lloyd**
 4. **Public Questions**
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ANNUAL PARISH COUNCIL AGENDA

1. **Election of Chairman for the forthcoming year**
2. **Election of Vice Chairman for the forthcoming year**
3. **To co-opt new Councillors (two vacancies)**
4. **Apologies for absence and approve reasons for absence**
5. **Public Forum – matters of report**
6. **Declarations of Interest, pecuniary or otherwise, in any agenda items**
7. **Approve and sign Minutes of the meeting held 10 March 2026** (*attached*)
8. **Chair's Report**
9. **Annual Review of;**
 - a. **Standing Orders** (*attached*)
 - b. **Financial Regulations** (*attached*)
 - c. **Memberships**
To confirm membership to the Somerset Association of Local Councils and Thrive (formerly CCS).
 - d. **Insurance Cover**
The Council's insurance Policy is due for renewal. The cost quoted is £366.34 and the schedule documents are attached for review.

10. 2025-26 Year End Finance

- a. To note and approve the Bank Reconciliation as at 31 March 2026 (*attached*)
- b. To approve and sign the Certificate of Exemption (*attached*)
- c. Internal Audit Report (*to follow*)
- d. Section 1 – Annual Governance Statement (*attached*)
- e. Section 2 – Annual Accounting Statements (*attached*)
- f. Notice for Exercise of Public Rights (*attached*)

11. Finance

a. To approve payments since the last meeting;

Chq No	Name	Description	Amount
SO	A Kendall	Salary March	231.00
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001106	Zurich	Insurance Premium	366.34
001107	Geosphere	Mapping System	43.20
001108	SALC	Membership	143.42
DD	HMRC	Clerk's Deductions	179.20

b. Receipts since the last meeting;

Name	Description	Amount
Natwest	Interest	2.50
Somerset Council	Precept Part 1	5,801.38

c. Schedule of Direct Debits & Standing Orders

(the Council should review and note this annually)

Name	Description	Amount	Frequency
ICO	Data Protection Fee	47.00	Yearly
A Kendall	Salary	£231.00	Monthly (25th)
HMRC	Salary Deductions	Variable*	Quarterly

*dependent on tax calculation each month.

d. Bank Mandate & Signatories

To approve new bank signatories.

12. IT Policy

To adopt the attached IT Policy

13. Finger Posts

14. Matters of report

15. Items for Next Agenda

Next meeting: 7.30pm Tuesday 14 July 2025

Public Forum item notes

a) Matters for report only

b) Questions and Representations from Residents.

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting, other than on Planning Applications, or by special invitation of the PC Chair) to participate before the meeting by asking questions, raising concerns or making representations, regarding Sampford Arundel Parish. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

c) County Councillor's report

d) District Councillor's report.

County and District Councillors may give short verbal reports on matters affecting the Parish as this is also not part of the meeting, minutes will not be produced