

# WHESSOE PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of WHESSOE PARISH COUNCIL which will be held on THURSDAY 21<sup>ST</sup> MAY 2026 at 7 PM in WHESSOE PARISH HALL, Harrowgate Village, DL1 3AA for the purpose of transacting the business listed in the agenda below.

## AGENDA

Item	Subject	Owner	Time
1	<b>Election of Officers:</b> <ul style="list-style-type: none"> <li>Chair and vice-chair (chair to sign acceptance of office form)</li> <li>Hall Committee</li> <li>Social Committee</li> <li>Staffing Committee</li> </ul>	All All All All	5 mins 5 mins 5 mins 5 mins
2	<b>Introductions:</b> <ul style="list-style-type: none"> <li>Apologies: to receive apologies and approve reasons for absence.</li> </ul>	SG	5 mins
3	<b>Public participation:</b> <ul style="list-style-type: none"> <li>Residents are invited to give their views and comments to the Parish Council on issues on this agenda.</li> </ul>		
4	<b>Declarations of interest:</b> <ul style="list-style-type: none"> <li>To notify of any item on the agenda in which you may have an interest.</li> </ul>	All	
5	<b>Minutes of meeting held on 23<sup>rd</sup> March 2026:</b> <ul style="list-style-type: none"> <li>To approve and sign the minutes as an accurate record.</li> <li>All actions are covered in the agenda.</li> </ul>	All	5 mins
6	<b>Planning:</b> <ul style="list-style-type: none"> <li>Proposed Boundary Commission Changes</li> <li>To consider any planning applications delivered before the meeting, including: <ul style="list-style-type: none"> <li>None at present.</li> </ul> </li> <li>Log of current planning applications – to note the latest position.</li> </ul>	All  All All	5 mins
7	<b>Parish Councillor vacancies:</b> <ul style="list-style-type: none"> <li>None at present</li> </ul>	Clerk	5 mins
8	<b>Clerk and Responsible Finance Officer:</b> <ul style="list-style-type: none"> <li>Staff Committee Update – nothing to report at this meeting</li> </ul>		
9	<b>Finance:</b> <u>Financial Year 2025-2026</u> <ul style="list-style-type: none"> <li>Quarterly Audit Report for the 4<sup>th</sup> quarter.</li> <li>Bank reconciliation to 31<sup>st</sup> March 2026.</li> <li>End of Year Financial and Budget Statement 2025-26.</li> <li>Transactions exceeding £100 during 2025-26.</li> </ul>	TM FM/SP Clerk Clerk	10 mins

	<ul style="list-style-type: none"> <li>Asset Register – to review and approve the register.</li> <li>To approve the direct debits for the year 2026-27.</li> </ul> <p><u>Financial Year 2026-27</u></p> <ul style="list-style-type: none"> <li>Bank Reconciliation to 30<sup>th</sup> April 2026.</li> <li>Financial and Budget Statement to end of April 2026-27.</li> <li>Transactions exceeding £100 for April 2026</li> </ul>	All All  FM/SP Clerk Clerk	
10	<p><b>Annual Governance &amp; Accountability Return 2024-25:</b></p> <ul style="list-style-type: none"> <li>Internal Audit – to receive and note the internal audit report.</li> <li>To approve the Annual Governance Statement (section 1).</li> <li>To approve the Accounting Statements (section 2).</li> <li>To approve the Certificate of Exemption.</li> <li>The Chair and Clerk sign the Annual Governance Statement, and the Chair signs the Accounting Statements.</li> <li>The Clerk sets the commencement date for the exercise of public rights.</li> <li>The Clerk and the Chair sign the Certificate of Exemption.</li> </ul>	All All All All Chair/ RFO Clerk  RFO/ Chair	15 mins
11	<p><b>IT/Website</b></p> <ul style="list-style-type: none"> <li>Nothing to report at this meeting</li> </ul>		
12	<p><b>Review and approval of Council protocols and policies:</b></p> <ul style="list-style-type: none"> <li>To review and update the Risk Register</li> <li>Data Protection Policy - update</li> </ul>	All Clerk	15 mins
13	<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>Clerks and Councils Magazine</li> </ul>	Clerk	5 mins
14	<p><b>Events and Training:</b></p> <ul style="list-style-type: none"> <li>Feedback from Events and Training</li> </ul>	All	5 mins
15	<p><b>Marketing and Social Media:</b></p> <ul style="list-style-type: none"> <li>Nothing for this meeting</li> </ul>		
15	<p><b>Whessoe Parish Hall Committee:</b></p> <ul style="list-style-type: none"> <li>Update from Parish Hall Committee meeting on 19<sup>th</sup> April</li> <li>Contracts - update</li> <li>Hall Bookings – update</li> <li>Hall Maintenance and Works – paper and Annex</li> </ul>	DW Clerk Clerk SG	15 mins
16	<p><b>Social Committee:</b></p> <ul style="list-style-type: none"> <li>Nothing to report at this meeting.</li> </ul>		
17	<p><b>Date of future meetings:</b></p> <ul style="list-style-type: none"> <li>Discussion about frequency and dates.</li> <li>Suggested – all Monday's unless otherwise stated: <ul style="list-style-type: none"> <li>27<sup>th</sup> July 2026</li> <li>28<sup>th</sup> September 2026</li> <li>23<sup>rd</sup> November 2026 – Precept setting</li> <li>25<sup>th</sup> January 2027</li> <li>22<sup>nd</sup> March 2026</li> </ul> </li> </ul>	All	10 mins

	<ul style="list-style-type: none"><li>○ Thursday 20<sup>th</sup> May 2027 – Annual Parish Meeting and Annual Meeting of the Parish Council. Subject to Local Council Election dates.</li></ul>		
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CONTACT

Signed:

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**The Press and Public are very welcome to attend this meeting.**