

Page 1 – Annual Parish Meeting (Electors)

Notice of Meeting

You are invited to attend the **Annual Parish Meeting** for residents of Foxholes and Butterwick.

Date: Monday 18th May 2026

Time: 19:30

Location: Village Hall, Foxholes

Purpose: To discuss parish affairs, receive reports from the Parish Council, and allow residents to ask questions or make suggestions.

Agenda:

1. **Welcome and Introduction**
2. **Open Forum** – Residents may raise issues, ask questions, or make suggestions.
(Suggested duration: 20 minutes)
3. **Reports from the Parish Council** – Summary of key activities over the past year.
4. **Closing Remarks** – Chair to close the meeting and thank attendees.

Note: Residents wishing to submit questions in advance should contact the Clerk at clerk@foxholeswithbutterwickparishcouncil.gov.uk

Page 2 – Annual Parish Council Meeting (Councillors only, public welcome)

Summons to Councillors

All members of the Parish Council are hereby summoned to attend the **Annual Parish Council Meeting**.

Date: Monday 18th May 2026

Time: Immediately following the Annual Parish Meeting

Location: Village Hall, Foxholes

Purpose: To elect officers, approve governance and financial statements, and conduct other annual council business.

Agenda:

1. Apologies for Absence

2. Election of Officers

- Chair
- Vice-Chair

3. Confirmation of Committees / Working Groups

4. Review of Standing orders and Financial regulations

5. AGAR – Related Approvals

- a. Exemption from External Audit (pg 3) – Confirm if annual turnover is under £25,000.
- b. Annual Internal Audit Report (pg 4)
- c. Approval of Section 1 - Annual Governance Statement (pg 5)
- d. Approval of Section 2 - Accounting Statement (pg6)

6. Review of Asset Register

7. Review of Authorised Signatories for Cheques

8. Review of Insurance / Risk Assessments

9. Agree schedule of meetings for the year ahead

Supporting Documents: Annual Accounts, Asset Register, and Governance Statement to be reviewed prior to meeting.

Page 3 – Ordinary Parish Council Meeting (Councillors only, public welcome)

Summons to Councillors

All members of the Parish Council are hereby summoned to attend the **Ordinary Parish Council Meeting**.

Date: Monday 18th May 2026

Time: Immediately following the AGM

Location: Village Hall, Foxholes

Purpose: To conduct routine council business and consider matters arising since the last meeting.

Agenda:

1. Apologies for Absence
2. Declarations of Interest on Agenda Items
3. Public Participation (10 minutes)
4. To approve the minutes of the meeting held on 16th March 2026

5. Community & Village Matters

- a. Receive feedback on the Christmas lights for 2026

6. Councillors – To receive feedback on ongoing tasks

- a. Requests logged with Darren Griffiths NYC
- b. Speed watch reports
- c. Feedback on PCSO visit

10. Planning Matters

- a. Egdon Gas drilling update

11. Finance

- a. Payment Schedule 1:
 - Nycil Payroll (April/May) – £50
 - Data Protection Fee £52.00
 - BRC Gardening (Apr) £150.00
 - YLCA Annual Membership £151.00
 - NYC Street Lighting £146.06
 - NYC Maintenance £287.68
 - Clerk Expenses £58.80
- b. Payment Schedule 2 – Clerk PAYE
- c. To note account balances as of 30th April 2026
- d. Receipts and payments to date

12. To exchange information from the previous meeting

Parish Clerk: S Rounding

Date: 09.05.2026