

7 May 2026

**To Cllrs: Jim Beaven, Luke Clifton, Steve Cowler, Sue Debono, Tom McMullen (chairman)**

Councillors are respectfully summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press. All relevant information can be found here: [westmillpc.org.uk](http://westmillpc.org.uk)

**WESTMILL PARISH COUNCIL ANNUAL MEETING**  
to be held on **Wednesday 13 MAY 2026**  
at **7.30pm** in **Westmill Village Hall**



Clerk to the Council  
[clerk@westmillpc.org.uk](mailto:clerk@westmillpc.org.uk)

**AGENDA**

**26.19 ELECTION OF CHAIRMAN**

To elect a chairman for 2026/27 and sign Declaration of Acceptance of Office

**26.20 APOLOGIES**

To receive or accept apologies for absence

**26.21 INTERESTS**

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

**26.22 MINUTES OF PREVIOUS PARISH COUNCIL MEETING**

To approve the Minutes of the Westmill Parish Council meeting held on Tuesday 3 February 2026 as an accurate record of proceedings

**26.23 PUBLIC PARTICIPATION**

To allow members of the public and councillors to raise matters of concern

**26.24 COUNCILLORS' REPORTS**

To receive reports from parish, district and county councillors on activities undertaken in the parish

**26.25 PARISH COUNCIL DOCUMENTATION**

To consider, review and agree council [policies](#) and documents:

- a) Code of Conduct
- b) Financial Regulations
- c) Financial and Management Risk Assessment
- d) Complaints Procedure
- e) Publication Scheme
- f) Privacy & Cookies Policy
- g) Standing Orders
- h) Asset Register
- i) Accessibility Statement
- j) Draft IT Policy

**26.26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

[Audit requirements](#) for the year ending 2025/26 if approved, to be signed by the chairman

- a) To approve the Annual Accounts 2025/26
- b) To approve the Certificate of Exemption 2025/26
- c) To approve the Annual Internal Audit Report 2025/26
- d) To approve Section 1, Annual Governance Statement 2025/26
- e) To approve Section 2, Accounting Statements 2025/26

- f) To agree dates of the period for the Exercise of Public Rights (Wednesday 3 June - Tuesday 14 July 2026)

#### **26.27 FINANCE**

- a) To authorise payments made in accordance with the budget
- b) To note receipts
- c) To sign bank reconciliation and statements
- d) To consider adding further councillors to the bank mandate
- e) To consider uses of unspent funds from previous year, such as donating towards the preservation of the village hall roof and the church improvement project
- f) To consider a donation to T&M Greg Trust of £30 towards bin emptying
- g) To confirm insurance arrangements for insurable risks
- h) To review subscriptions to outside bodies
- i) To review expenditure under the Local Government Act 1972, s137

#### **26.28 PLANNING**

To receive Planning [Report](#) and current Planning Applications

#### **26.29 HIGHWAYS**

- a) To receive an update on faults and repairs
- b) To receive update on funding for safety measures on A10 and consider budget

#### **26.30 FINGER POST SIGN ON VILLAGE GREEN AND WELCOME SIGN**

To agree final design and approve quote and apply for Hundred Parishes grant towards the cost of the directional sign

#### **26.31 REPAIRS TO OAK POSTS ON VILLAGE GREEN**

To budget for and facilitate repairs to the posts

#### **26.32 PERSON IN CHARGE OF A DANGEROUSLY OUT OF CONTROL DOG INCIDENT**

To receive an update and consider the views of residents

#### **26.33 ST JOHN AMBULANCE FIRST AID AND DEFIBRILLATOR TRAINING**

To agree donation to St John Ambulance for defibrillator training

#### **26.34 CHAIN OF OFFICE REQUEST**

To authorise Duncan Wallace, Town Mayor of Buntingford, to wear the Town Council chain of office at events in the parish

#### **26.35 COUNCILLOR ROLES AND RESPONSIBILITIES**

JB - Defibrillator, SC - Highways, SD - Risk Assessment/Noticeboard, TM - Chairman

#### **26.36 COMMUNITY ENGAGEMENT**

To arrange a leaflet drop and/or 'meet your councillors' event

#### **26.37 RISK ASSESSMENT**

To receive the updated risk assessment

#### **Resolution to exclude the public for item 26.38 as per Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, Schedule 12A, Part 2**

#### **26.38 STAFF REVIEW**

Annual appraisal for the Clerk/RFO with objectives for 2026-27

#### **26.39 CLERK'S REPORT**

Items for information only

#### **26.40 DATES OF NEXT MEETINGS**

Proposed: 2 September and 25 November 2026, 10 February, 12 May 2027