NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

To all Members of the Public & Press **20th May 26**

You are hereby invited to attend the Annual Parish Council meeting that has been arranged for Wednesday 27th May 2026 at 6.45 pm in the Armoury Hall, Newnham on Severn for the transaction of business in the following Agenda.

Yours faithfully

D J Tingle

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Clerk to the Council

AGENDA

1. **To Elect a Chair & complete declaration of office.**
2. **To Receive and Accept Apologies for Absence.**
3. **To Elect a Vice Chair & complete declaration of office.**
4. **To approve the minutes of the previous council meeting on 29th April 2026.**
5. **To review and approve the latest issue of the Asset Register confirmed as correct by Cllr Bihlmeier and the Clerk.**
6. **To consider the effectiveness of Internal controls (Based on the Internal audit report & Quarterly financial checks at the Finance & Employment committee meeting)**
7. **To receive an updated from the Clerk on actions/observations arising from the Internal audit**
8. **To receive from the clerk confirmation of insurance cover for all insurable risks.**
9. **To consider and approve the latest revision of the risk register.**
10. **To confirm council's "General Power of Competence" status**
11. **To review current subscriptions to other bodies and agree continuation.** (currently GAPTC, ICO, Glos Playing fields & ICCM £105)
12. **To Agree Standing Committees –** (currently Finance and Employment, Highways, Planning & Burials)

Finance

- **To agree number of members -** Currently 5
- **To elect members of Committee**
  Currently Cllrs F. Bihlmeier. H. Blakeman. D. Harvey. C. Kenny & M. Smith (Chair),
- **To nominate a committee member to take responsibility for Asset validation.** Currently M. Smith
- **To approve terms of reference**

Note: One member to be a non-signatory for auditing purposes (currently M. Smith)

Highways

- **To agree number of members -** Currently 3
- **To elect members of Committee**
  Currently Cllrs J Larkham & M. Penny
- **To approve terms of reference**

Planning

- **To agree number of members** – Currently 4
- **To elect members of Committee**
  Currently Cllrs F Bihlmeier, C Kenny & M. Penny
- **To approve terms of reference**

Burials

- **To agree number of members** – Currently 3 (inc Co-opted PCC rep)
- **To elect members of Committee**
  Currently **J**. Larkham (No PCC rep)
- **To approve terms of reference.**

13. **To Consider appointments of Councillors to external Bodies.**
    - None
14. **To Consider appointment of Liaison Cllrs to other Organisations**
    - **Allotment Holders** currently Cllr Larkham
15. **To Review and re adopt revised Standing Orders 2018 rev. Updated July 22**
    Note: further update of Standing Orders to be completed and approved
16. **To Review and adopt financial regulations (2024) revision updated Sept 25**
17. **To Consider re- adoption of all procedures/policies.**
    Procedures - Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, General Data Protection Regulations & Code of Conduct,.
    Policies – Internal controls, Document retention policy, IT Policy, ICO model publication scheme, Asset management & Treasury and Investment & Signage.
18. **To confirm continuation of payments using the BACS process and cheques.**
19. **To confirm current bank signatories (BACS & Cheques) and agree additional signees.**
    Currently Cllrs F Bihlmeier, H. Blakeman, D. Harvey, C Kenny, N. Swiers, Plus Clerk
    Note: Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
20. **To Confirm payment by Direct Debit of Green Octopus utility** (Clock Tower & changing rooms), **WaterPlus** (Changing room) **Vodafone mobile, Information Commissioners Office, Lloyds Bank** (Admin fees) **& PWLB loan.**
21. **To continue to the ongoing contract with "PATA" to process all payroll activity.**
22. **To continue to the ongoing contract with "Forest Equipment Services" for waste removal**
23. **To continue the ongoing contract with "The Play Inspection Company"**
24. **To confirm the independence of the Internal Auditor "IAC" and continue the contract for Internal audit & Data Protection Officer services.**
25. **To review and agree continuation of annual RPI increases** (as of December data) **to the following: Allotment rents, Burial charges & Parking fees** (or £10 whichever is greater for parking)
26. **Approve dates for Council and committee meetings from June 26 to April 27**

Notes: Standing order requirements are a minimum of three ordinary meetings in addition to the Annual Parish Council Meeting.
Minutes of Annual parish Council Meetings are approved at the June normal PC meeting