

# **Knowstone Parish Council**

Parish Clerk: Mrs Jane Mills, BA (Hons) FSLCC  
Email: clerk@knowstoneparishcouncil.gov.uk

To: Cllrs Pomfret, Clarke, Groves, Maidment, McGregor and Stanbury

You are hereby summoned to attend the Annual Meeting of Knowstone Parish Council, which will be held on **Tuesday 26<sup>th</sup> May 2026, 7.30pm** at Knowstone Parish Hall for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

*M J Mills*

**Mrs Jane Mills BA (Hons) FSLCC**  
Parish Clerk

Date of issue: 20th May 2026

## **AGENDA**

- 1 Election of Chairman for 2026/27**  
To elect the Chairman for 2026/27
- 2 Declaration of Office – Chairman**  
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'.
- 3 Election of Vice Chairman for 2026/27**  
To elect the Vice-Chairman for 2026/27
- 4 Apologies**  
(Please make any apologies known to the Clerk by email before 5pm on the day of the meeting)
- 5 Declarations of interest**  
To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests should be declared at the beginning of the meeting and prior to the item being discussed.

**6 Public Participation**

In accordance with Standing Order 3 (f) members of the public are permitted to make representations and ask questions (3 minutes per person), the period set aside shall not exceed 20 minutes. It should be noted that answers will generally not be given at the meeting where the questions are delivered, each member of the public is entitled to speak once.

To include a report on the picnic areas, following the Electors Meeting

**7 County Councillor Report**

To receive a report from the County Councillor.

**8 District Councillor Report**

To receive a report from the District Councillor.

**9 Minutes**

To approve as a correct record and sign the Minutes of the Parish Council meeting held on Tuesday 24<sup>th</sup> March 2026 (herewith)

**10 Review of Standing Orders**

To review the Council's Standing Orders. (no change since February 2026)

**11 Review of Financial Regulations**

To review the Council's Financial Regulations. (no change since February 2026)

**12 Assets Register**

To receive the Council's Assets Register (herewith).

**14 Confirmation of arrangements for insurance cover in respect of all insurable risks; (information at meeting)**

**15 Calendar of Meetings**

To consider the frequency of meetings up to and including the next annual meeting.

**16 To review delegation arrangements (see financial regulations) to include appointment of Councillors with specific responsibilities**

- **Footpaths & Beaples Stone**
- **Planning**
- **Highways**
- **Snow Warden**
- **Police Liaison**
- **Welcome Pack**

- 17 Review of representation on or work with external bodies and arrangements for reporting back**
  - **Moors Management**
- 18 Review of the Council's and staff subscriptions to other bodies**
  - **DALC, SLCC, CPRE and Parish Online**
- 19 Review of the Council's complaints procedure; (no change since 2025)**
- 20 Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see also standing orders 11, 20, and 21)(no change since 2025)**
- 21 Review of the Council's policy for dealing with the press and public; (no change since 2025)**
- 22 Internal Audit Report**
- 23 To approve Section 1 Annual Governance Statement 2025-26 (herewith)**
- 24 To approve Section 2 Accounting Statements 2025-26 (herewith)**
- 25 To resolve to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2025/26 as neither the gross annual income or expenditure exceeds £25,000**
- 26 To review the Risk Management Scheme (reviewed February 26)**
- 27 To review Internal Control Policy (reviewed February 26)**
- 28 To consider a summer newsletter**
- 29 To agree payment of invoices (information herewith)**

