

# Waltham Parish Council

EST. 1894

Website: <https://waltham-pc.gov.uk>

## TO: ALL MEMBERS OF WALTHAM PARISH COUNCIL.

Councillors are hereby **summoned** to attend the **Ordinary Meeting of the Council** on **Tuesday the 26<sup>th</sup> of May 2026** commencing at 7.30 pm at Waltham Village Hall for the transaction of the business described in the following Agenda. Supporting documents can be found in an Agenda Pack on the Parish Councils website. Members of the public may make representations, answer questions, and give evidence in respect of the business on the agenda during item 4 - Public Session.

## AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2026-27.
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
3. To receive and approve apologies for absence.
4. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meeting held on 3<sup>rd</sup> March 2026.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Report from District/County Councillors.
8. Public session: To receive questions and comments from the public on any agenda item.
9. To confirm eligibility to use the General Power of Competence.
10. Appointment and scope of the Internal Auditor.
11. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.
12. Financial matters:
  - a) To approve the following financial documents:
    - i. To receive the end of year accounts
    - ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and complete the Certificate of Exemption
    - iii. To receive the report from the Internal Auditor
    - iv. To approve the Annual Governance Statement 2025/26, section 1 of the AGAR for the year ending 31 March 2026.
    - v. To consider the Accounting Statements 2025/26 and approve the Accounting Statements 2025/26, section 2 of the AGAR for the year ending 31 March 2026 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2026 and the explanation of significant variance from 2024-25 to 2025-26. To ensure the Accounting Statements 2025/26 are signed and dated by the person presiding at the meeting.
  - b) To note/authorise the following:
    - i. To note the Parish Council's financial position, Chair to initial bank statement.
    - ii. To authorise any payments
13. To review the following for the Council: Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks, complaints procedure, policies, procedures and practices in respect of its obligations under freedom of information and

data protection legislation (*see also standing orders 11, 20 and 21*), policy for dealing with the press/media, employment policies and procedures and IT policy

14. To discuss matters arising from the Annual Parish meeting
15. To discuss priorities for business in the forthcoming year
16. To discuss any preparations for the election of Councillors in May 2027
17. To consider any changes to the Risk Assessment.
18. Planning matters: to approve the responses to any recent planning applications. To include a discussion regarding the current situation at Anvil Green.
19. To receive any updates on Highways/Environment
20. Any Other Business (for information purposes only):
21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Thursday 10 September 2026  
Thursday 11 March 2027

Thursday 10 December 2026  
Thursday 13 May 2027



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Clerk to Waltham Parish Council