



Snitterby Parish Council

Mandy Coote - Parish Clerk
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Dear Councillor

Meeting of the Parish Council

You are hereby summoned to attend the Annual Meeting of Snitterby Parish Council to be held in the Village Hall on **Thursday 21st May 2026** following Annual Parish Meeting approx 7.45pm

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

The Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.












Any comments or queries that you want to raise about the Village may be raised through:
clerk@snitterbyparishcouncil.gov.uk

Mandy Coote, Clerk to the Council, 16th May 2026

Agenda

Agenda Number	Item
1	Election of Chair 2026-27 To receive nominations for the position of Chair and resolve to appoint to the position followed by signing of declaration of Acceptance of Office as Chair/Councillor and if any changes completion of Declaration of Interests Forms
2	Election of Vice Chair 2026-27 To receive nominations for the appointment of Vice Chair and resolve to appoint to the position followed by signing of declaration of Acceptance of Office as Vice Chair/Councillor and if any changes completion of Declaration of Interests Forms
3	Welcome from the Chair and Public Questions Members of the public may ask questions in respect of any item of business included in the agenda. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than three minutes. <i>The meeting will be adjourned to allow for public questions.</i>
4	Apologies To receive and accept apologies and reasons for absence.
5	Declarations of interest

	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.
6	Minutes of the Ordinary Parish Council Meeting held on Thursday 19th March 2026. Council to consider approving the minutes as a true and proper record.
7	District and County Council update For information only. Any items raised for decision will appear on the agenda for the next meeting.
8	Chair's/Parish Councillor updates For information only. Any items raised for decision will appear on the agenda for the next meeting.
9	Clerk's report For information only. An update from the Clerk about correspondence, outstanding actions and ongoing issues. Any items raised for decision will appear on the agenda for the next meeting.
10	Police and Crime update NC06 area, for information only. Any items raised for decision will appear on the agenda for the next meeting.
11	Parish Matters Discussions regarding any parish matters
	<u>Business Items - Motions Requiring Written Notice</u>
	Finance & Budget 2025/26
12	To receive the year end finance reports <ol style="list-style-type: none"> a) Budget Report 2025/26 b) Bank Reconciliations 2025/26 c) Variance Report 2025/26 d) Agree asset register 2025/26
13	Annual Governance and Accountability Return (AGAR) for the financial year 2025/26 All sections to be considered by Council <ol style="list-style-type: none"> (i) Internal Audit (ii) Annual Governance Statement (Section 1 of the AGAR) be agreed and signed by the Chair and Clerk (iii) Accounting Statements (Section 2 of the AGAR) signed by Clerk/RFO before presentation to the authority for approval and signed by the Chair (iv) The authority to complete the Certificate of Exemption, page 3 and return a copy of it to the external auditor by email no later than 30 June 2026 (v) Agreed period for the Notice of Public Inspection commencing Wednesday 3rd June 2026 ending Tuesday 14th July 2026.
	Finances, Budget & Procedures 2026/27
14	The Council to review and agree the following policies and procedures: Standing Orders Financial Regulations Code of Conduct Records Retention Freedom of Information Policy Freedom of Information Requests Publication Scheme Grant Award Policy NEW Grant Application NEW Planning Policy and Procedures NEW

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15	Insurance Renewal Consider and approve insurance renewal quotation
16	Payments for approval Council to approve the schedule of payments up to 21/05/2026
17	Budget 2026-27 To agree the budget monitoring position and bank reconciliation
18	Grant Application Consider application
19	Planning applications To consider any planning applications or decisions
	Next Ordinary Meeting
20	Items for inclusion on the next Ordinary Meeting agenda Council is requested to use this opportunity to raise items for future Ordinary Meeting agendas.
21	Date and time of the next Ordinary Meeting To confirm date and time of the next Ordinary Parish Council Meeting is set for Thursday 16 th July 2026 @ 7.30pm.
	To resolve to move into closed session in accordance with the public bodies (admission to meetings) act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:
22	To consider confidential matter