



# HINTS WITH CANWELL PARISH COUNCIL

## ANNUAL PARISH COUNCIL MEETING

to be held at 7:15pm on Tuesday 19<sup>th</sup> May 2026, Hints Village Hall

Dear Councillor

You are summoned to attend the Annual Meeting of Hints with Canwell Parish Council to be held at **7:15pm on Tuesday 19<sup>th</sup> May 2026** at Hints Village Hall at which the following business will be transacted. Any councillor unable to attend should forward their apologies to the Clerk.

**Public and press are welcome to observe the meeting.**

Dated this 4<sup>th</sup> May 2026

Gemma Burgess, Clerk & RFO

### A G E N D A

- 26/19. Chair:** To elect a Chair for the ensuing year (and declaration of acceptance of office as Chair).
- 26/20. Vice-Chair:** To appoint a Vice Chair for the ensuing year.
- 26/21. Apologies:** To receive apologies and approve reasons for absence.
- 26/22. Declarations of Interest and Dispensations:** To receive Declarations of Interest and consider grant of any Dispensations of which written notice has been received by the Clerk.
- 26/23. Councillor Attendance:** to note the attendance of councillors at meetings in 25-26.
- 26/24. Committees:** to consider any committees that may be necessary during the year and appoint members.
- 26/25. Minutes:** To approve the Minutes of the Council meeting held on 17<sup>th</sup> March 2026.
- 26/26. County and District Councillors:** An opportunity to address the Council.
- 26/27. Public participation:** The meeting to adjourn for **up to 10 minutes** to allow for consideration of questions and comments from the public which the clerk has received in advance of the meeting.  
*Members of the public may not take part in the Council meeting itself.*

**26/28. Finance, Staffing and Administration**

- a. To check and approve bank reconciliations at:
  - ii. year end March 31<sup>st</sup> 2026.
  - iii. April 30<sup>th</sup> 2026.
- b. To approve the transfer of funds from the Lloyds current account to the savings account.
- c. To note the Receipts and Payments for year ending 31<sup>st</sup> March 2026.
- d. To note the VAT return for 25-26.
- e. To note the 25-26 Budget out-turn report.
- f. To approve insurance cover for the upcoming year.
- g. **Payment Methods:** to approve the continued use of affecting payments via bank transfer, schedule of direct debit payments and regular payments.
- h. **Bank Mandate:** To ensure appropriate.
- i. To approve the continued use of Petty Cash.
- j. **Payments:** To approve payments for May and June 2026.
- k. **Receipts:** to note receipt of the precept from LDC.

**26/29. Internal Auditor's Report for the Year Ending 31<sup>st</sup> March 2026:**

- a. To note the conclusion of Internal Audit for year ended 31<sup>st</sup> March 2026 report.
- b. To note the Annual Internal Audit Report 2025/26 p4 AGAR.

**26/30. Annual Governance and Accountability Return 2025/26:** to approve:

- a. Certificate of Exemption
- b. Section 1 - Annual Governance Statement 2025/26.
- c. Section 2 – Accounting Statements 2025/26.
- d. Period for the exercise of public rights for the 2025/26 AGAR.
- e. Explanations of significant variances.

**26/31. Appointments:** to confirm appointments of:

- a. Internal Auditor
- b. Representative on Quinney Hall Management Committee
- c. Hints Quarry Liaison Group
- d. Parish Network

**26/32. Reports from Chairman, Councillors and Clerk:** to report on current issues including the below.

- Condolences sent to the family of former Chairman Roy Clarke.
- Progress with Clean & Green Fund.
- Quinney Hall remedial works including consideration of quote if available.
- Thanks received from Staffordshire Search & Rescue.
- PCSO team contact details.

**26/33. CIL:**

- a. To approve 2025-26 Annual CIL Report.
- b. To note receipt of CIL funding and current total available to spend.
- c. To consider uses of CIL funds.

**26/34. Policies:** To approve the following policies:

- a. Standing Orders
- b. Financial Regulations
- c. Risk Register
- d. Data Audit Policy

**26/35. Meetings:** to consider the meeting schedule for the upcoming year and venue

Jul 14<sup>th</sup> 2026, Sep 15<sup>th</sup> 2026, Nov 17<sup>th</sup> 2026, Jan 19<sup>th</sup> 2027, Mar 16<sup>th</sup> 2027, May 18<sup>th</sup> 2027  
Jul 13<sup>th</sup> or 27<sup>th</sup> 2027