



**Marbury and District Parish Council**

Deborah Foulkes  
Clerk to the Parish & District Council  
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Dear Councillor,

You are summoned to attend the following:

**Annual Parish Meeting and Annual Meeting of Marbury & District Parish Council**

**7.00pm Tuesday 19 May 2026 at Marbury Village Hall**

A copy of the Agenda is set out below.

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# COMBINED AGENDA

## 1. Apologies for Absence

To be submitted to the Clerk or Chair prior to the meeting.

## 2. Chairman's Welcome and Annual Report

Opening of the meeting and review of the past year.

## 3. Election of Chairman

To elect a Chairman to serve until the next Annual Meeting in 2027.

The Declaration of Acceptance of Office will be signed, and the newly elected Chairman will chair the remainder of the meeting.

## 4. Election of Vice-Chairman

To elect a Vice-Chairman to serve until the next Annual Meeting in 2027.

Declaration of Acceptance of Office to be signed.

## 5. Declarations of Interest

Councillors to declare any disclosable pecuniary or non-pecuniary interests in any item on the agenda and, where required, to leave the meeting during consideration of that item.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, remains the responsibility of the individual Parish Councillor.

## 6. Reports from Local Organisations

Including representatives from:

- Women's Institute
- Village Hall Committee
- St Michael's Church
- Police / Police Cluster Meetings
- Any other community organisations

## **7. Other Reports / Guest Speakers**

## **8. Public Participation / Public Speaking Time**

The Parish Meeting is open to all residents of the Marbury and District Parish area.

Members of the public may address the Parish Council or ask a question.

Each member of the public is entitled to ask one question or make one statement. Questions or statements must be addressed to the Parish Council as a whole and not to individual Councillors. This is not an opportunity for debate.

## **9. Approval of Minutes**

To approve as a correct record:

- The minutes of the Parish Council meeting held on 19 March 2026 and 15 May 2025.

## **10. Appointments to Outside Bodies**

- Police Cluster Meetings
- Pan Parish Highways Group
- Cemetery Board
- Village Hall Committee

## **11. Matters Arising from Previous Minutes**

- Neighbourhood Plan update
- Cemetery matters
- Football pitch / recreation matters
- Grounds maintenance and environmental matters

## **12. Other Matters Arising Relevant to the Parish Council**

## **13. Planning (Appendix A)**

- New planning applications since the previous meeting
- Planning applications awaiting decision
- Planning decisions received since the last meeting
- Other planning updates and notifications

## 14. Financial Affairs

To review and approve financial transactions and HMRC update.

Date	Payee	Details	VAT	Net amount	Total
27/04/2026	D Foulkes	April Pay	0.00	237.38	237.38
27/04/2026	Chalc		0.00	190.00	190.00
27/04/2026	HMRC	April	0.00	56.80	56.80
27/04/2026	The Parish notice board		135.40	541.61	677.01
30/04/2026	Bank Fees	April	0.00	7.00	7.00

## 15. Annual Governance and Accountability Return (AGAR) 2025/26 (Appendix B)

To:

- Receive the completed Internal Audit Report
- Approve Section 1 – Annual Governance Statement 2025/26
- Approve Section 2 – Accounting Statements 2025/26
- Confirm and approve the Certificate of Exemption for external audit (if applicable)
- Authorise the Clerk/RFO and Chairman to sign and submit the relevant AGAR documents

## 16. Review of Governance and Policy Documents

To review and approve:

- Standing Orders – Appendix C
- Financial Regulations – Appendix D
- Scheme of Delegation – Appendix E
- Risk Assessment (2026–2027) - Appendix F
- Asset Register (2026–2027)- Appendix G
- Payroll Procedures – Appendix H
- IT, Data Protection & Freedom of Information Policy - Appendix I
- Reserves – Appendix J

## **17. Agreement of Meeting Dates for 2026–27**

(All meetings at 7.30pm at Marbury Village Hall unless otherwise agreed.)

Suggested meeting dates (Thursdays):

- 11th June 2026 ( a date before 1st July so the Parish Council can publish the AGAR information legally)
- 17th September 2026
- 19th November 2026
- 28th January 2027
- 18th March 2027

## **18. Any Other Business**

Councillors are invited to share information or request items for inclusion on a future agenda.