



Paish Councillors are hereby summoned to attend the Annual Parish Council Meeting, at
Stafford North End Community Centre, Holmcroft Road, Stafford ST16 1JG
in the committee room, entrance through rear of building.

Monday 4th May 2026 from 7:30pm

The Public and Press are cordially invited to be present, but please note that you may be excluded from any item the council decide should be treated as confidential.

Issued 27.04.2026 - Mrs. Nikola Evans - (Clerk/RFO)

AGENDA

1	Election of chairperson for 2026-27	
2	Election of Vice chairperson for 2026-27	
3	Declarations of Acceptance of Office – to be signed by the Chairman	
4	To note Apologies for Absence	
5	Declarations of Interest and Dispensations - To receive declarations of interest from councillors on items on the agenda and consider and determine any requests for dispensation.	
6	To approve the minutes of the Parish Council meeting held on 2nd February 2026	
7	Public Participation – Meeting to be Adjourned - The meeting will be adjourned to allow members of the public to speak.	
8	To receive a report from Stafford Borough Council	
9	To receive a report from Stafford County Council	
10	Public Participation – Members of the public are invited to address the Council with respect to items on the agenda for up to 5 minutes each, with the item lasting a maximum of 20 minutes.	
11	Reconvene Meeting - The meeting will be reconvened following the public participation session.	
12	Report from Clerk – To receive the Clerks report and agree any next steps	
13	To review and adopt the following policies a) Standing Orders b) Financial Regulations c) Asset Register d) Risk Assessment for the Parish council and its functions. (Internal Control) e) Scheme of delegation f) Grant awarding policy & Form g) Equality and Diversity Policy h) Health & Safety Policy i) Councillor and Officer Roles and Responsibilities j) Grievance Policy k) Disciplinary Policy	l) Freedom of information Procedure & form m) Procedures and practices in respect of its obligations under Data protection n) Social media Policy o) ICO Publication Scheme & Guide to Publication Scheme p) Informal complaints process q) Subject Access Request procedure & form r) Complaints procedure & Form s) Code of Conduct t) Rural Housing Working Group TOR u) Meeting Summary Process v) IT & Digital Communications Policy w) Data Audit – AGAR/Assertion 10 compliance.
14	Finance a) Payment approval b) Budget summary c) Bank reconciliation d) End of year bank reconciliation 2025-26 e) Internal Audit Report 2025-26	f) Approval of Annual Governance Statement 2025-26 g) Approve Accounting Statements 2025-26 h) Approve Certificate of Exemption 2025-26 i) To approve the commencement date for the exercise of public rights – Date of announcement is 2nd June

		2026.commencing on 3 rd June 2026 to 14 th July 2026
15	To retrospectively approve village maintenance contract with Perennial Landscapes @ £1,540 + VAT to be split into 7 invoices of £220 + VAT	
16	To approve expenditure for new road signs to be designed and installed by Staffordshire County Council – Highways. £6,500, add to earmarked reserves	
17	To consider commissioning a Website MOT to review the Council's website content against the latest WCAG 2.2 AA accessibility guidelines, and to approve expenditure of £145 for this service, including the provision of an action plan to ensure full compliance with current regulations and to support compliance with Assertion 10 requirements of the AGAR	
18	To consider and determine responses to planning applications - All documents are available to view at www.staffordbc.gov.uk/planning-public-access	
19	Councillors Reports – For information only	
20	Next meeting: • 6th July 2026 from 19:30pm	
21	Future meetings: • 5th October 2026 from 19:30pm • 11th January 2027, from 19:30pm	
22	Confidential Item – Exclusion of Press and Public - To consider a resolution to exclude members of the press and public in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that the item involves the likely disclosure of exempt information.	
23	To review and confirm previously agreed amendments to the Clerk's salary, and to consider updating the terms in line with the latest version of the NALC Model Employment Contract.	
24	Meeting closed	