

STOKE CANON PARISH COUNCIL

The ANNUAL PARISH COUNCIL MEETING

**meeting of Stoke Canon Parish Council to be held in The Bridge
on Thursday 7th May 2026 at 8.00 pm.**

I hereby give notice of the **Annual Parish Council Meeting of Stoke Canon Parish Council** to be held on **Thursday 7th May 2026 at 8.00pm at The Bridge**, to which Councillors are summoned.

Members of the public are welcome to attend the meeting and may speak at the Public Question Time. Members of the public wishing to ask a question at public question time can send the question to the Clerk 24 hours before the commencement of the meeting and the Chairman will read this out on your behalf if you cannot attend in person.

Tracy Watkins
Parish Clerk
Stoke Canon Parish Council

30th April 2025

Stoke Canon Parish Council: Cllr K Scott-Clarke, Cllr J Maunder, Cllr D Boustred and Cllr M Kemp

Most papers that have been circulated to Councillors will be available (on request) to members of the public at or after the council meeting.

AGENDA

1. Election of Chair

- Invite nominations and elect a Chair for the year.
- Receive the Declaration of Acceptance of Office by the Chair

2. Election of Vice Chair

- Invite nominations and elect a Vice Chair for the year.
- Receive the Declaration of Acceptance of Office by the Vice Chair

3. Co-option of a new Councillor

To co-opt Mr Kevin Wraight as a Parish Councillor.

4. Apologies - To receive any apologies for absence

- 5. Declarations of Interest Under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 6. Minutes of previous meetings (circulated)**
To resolve to adopt the minutes of the Ordinary meeting of the Council on 5th March 2026 as a true record
- 7. Report from County Councillor**
The final report from Cllr Sara Randall-Johnson has already been circulated to Councillors
- 8. Report from District Councillor**
The April report from Fabian King has already been circulated to Councillors
- 9. Public Question Time**
Up to 5 minutes **Public Question Time** for members of the public to bring forward any issues not on the agenda (where a matter is already on the agenda members of the public will be given an opportunity to speak when that item is considered, within the framework of the Council's standing orders). Where a decision is required, the issue will be placed on the following agenda.
- 10. The Certificate of Exemption**
To resolve to approve the Certificate of Exemption.
- 11. The Annual Internal Audit Report**
The report from the auditor has been circulated to Councillors. The recommendations have been noted and will be acted upon during this financial year. To resolve to approve this report and publish.
- 12. Annual Governance Statement**
Circulated to councillors – to resolve to complete and approve this statement
- 13. Annual Accounting Statement**
Circulated to councillors – to resolve to agree and sign this statement
- 14. End of Year Bank Reconciliation and Explanation of Variances**
Reconciled accounts and details of variances have already been circulated to Councillors. To be noted
- 15. Notice of Public Rights and Publication of Council's accounts** – to resolve to agree the dates of publication from Wednesday 3rd June 2026 to Tuesday 14th

July 2026 thus including the first 14 days of July as required by law. The notice to be published on the website.

16. Financial Matters

To resolve to approve the end of year accounts and statements to 31st March 2026. (already circulated)

To receive and approve the accounts summary to 30th April 2026 (circulated). To **NOTE** the following payments were approved remotely in accordance with Financial Regulations:

- 2 x Payments to North Devon payroll for wages (February and March salary)
- 1 x Payment of £14 to PCC for hall hire (10.03.2026)
- 1 x payment of £9.98 to Santander for bank charges (20.03.2026)
- 1 x Payment to B Hurkett of £170 for grass cutting (30.03.2026)
- 1 x payment to Wicksteed Leisure of £180.00 for playpark inspection (07.04.2026)
- 1 x payment to DALC of £285.26 for annual subscription (14.04.2026)
- 1 x payment to Ladds of £38.95 for anti-virus software (21.04.2026)
- 1 x payment to Exeter Gardening Services of £324.00 for grass cutting (21.04.2026)
- 1 x payment to P Clapham of £75.40 for Internal Audit (23.04.2026)

To **NOTE** the following amounts have been received.

- 1 x Payment received of £5500 Precept (01.04.2026)

Note: Payments approved by Councillors K Scott-Clarke and Cllr J Maunder in accordance with the Financial Regulations.

The bank balance as at 30th April 2026 was £16115.03

To confirm appointment of signatories for cheque payments and approvers for all BACS transaction currently Cllr. Scott-Clarke and Cllr Maunder

Budgets and account variations – The budgets were agreed in the November meeting so that the Precept could be set for 2026-27. The budgets will continue to be monitored monthly when the accounts are reconciled. The accounts variances over the 2025-26 period to be discussed and agreed.

17. Planning

No applications have been received since the last meeting.

18. Asset Register (circulated)

Asset register to be checked and approved.

19. Financial Risk Assessment (circulated)

To resolve to approve and publish the financial risk assessment

20. Policies (circulated)

To resolve to approve and adopt the following policies:

- Financial Regulations
- Equality and Diversity
- Standing Orders
- Privacy Policy
- Transparency Code
- Internal Control Policy
- Reserves Policy
- Complaints procedure

21. Date of Next Meetings:

Thursday 2nd July, Thursday 3rd September and Thursday 5th November 2026