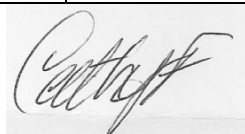


**Annual Meeting of Steeple Aston Parish Council**  
**18<sup>th</sup> May 2026 at 7.30pm in the Sport & Rec building**  
**Agenda & Summons to Councillors and Invitation to Members of the Public**

No	Detail	Time	Lead
1	To elect a Chair for the forthcoming year	7.30(5)	ALJ
2	To elect a Vice Chair for the forthcoming year		
3	To appoint a RFO for the forthcoming year		
4	To elect en bloc members of the website committee for the forthcoming year		
5	Councillors to complete Rol forms		
6	To receive apologies for absence		Chair
7	<b>Declarations of Interest-</b> to receive any declarations of interest from Councillors relating to items on the agenda, in accordance with the Council's code of conduct.		All
8	<b>To receive and approve the minutes of the last meeting 20th April 2026</b>	7.35(5)	Chair
9	<b>Public Participation-</b> to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders. <b>Variation of Order of Business may apply</b>	7.40(5)	Chair
10	<b>Co-option of councillors</b> - co-option of 4 councillors to fill vacancies arising after the election	7.45(5)	
11	<b>Clerks report and actions from previous meeting (see attached)</b>	7.50(5)	Clerk
12	<b>Reports from CDC/OCC</b>	8.00(5)	<b>Cllr Gareth Epps Cllr David Rogers</b>
13	<b>Finance</b> <ul style="list-style-type: none"> <li>• To approve the EoY 2025/26 accounts</li> <li>• To approve monthly accounts for payment</li> <li>• To receive the annual internal audit report</li> <li>• To approve the end of year bank reconciliation</li> <li>• To approve and sign the Annual Governance Statement 25/26</li> <li>• To approve and sign the Accounting Statement 25/26</li> <li>• To sign off IT policy in relation to Assertion 10 requirements</li> </ul>	8.05(5)	<b>RFO</b>
14	<b>Play Area/Teenage facilities</b> – to receive update	8.10(5)	
15	<b>Highways/Footpaths</b> <ul style="list-style-type: none"> <li>• Submit request for Fenway white lines</li> </ul>	8.15(5)	All
16	<b>Buildings</b> <ul style="list-style-type: none"> <li>• Village Hall - repairs to window frames, purchase of sign, flat roof quotes, Pizza van licence</li> <li>• S&amp;R</li> <li>• Sub Leases</li> </ul>	8.20(5)	
17	<b>Emergency Plan</b> - confirmation that vulnerable list is up to date		
18	<b>Correspondence</b>	8.25(5)	Clerk
19	<b>Committee Reports</b> (Environment, Website, SART, VHMC)	8.30(5)	All
20	<b>Planning</b> To discuss recent applications/approvals/refusals	8.35(5)	All
21	<b>Website/email addresses</b> - to update on the move to gov.uk	8.40(5)	
22	<b>Date of next meetings</b> <b>3rd Monday of the month</b> Dates for 2026 15 June, 20 July, 21 Sept, 19 Oct, 16 Nov	8.45(5)	Clerk
	<b>Other matters:</b> to advise of items for next meeting or for information only		Clerk
	<b>Close</b>	9.00	



Cathy Fleet, Parish Clerk & RFO