Highcliffe and Walkford Parish Council,
Old School,
254 Lymington Road,
Highcliffe BH23 5ET

Council Meeting Agenda

Wednesday 8th October 2025 at 18:30pm

All members of the council: Cllrs A Sofianos (Chair), A Martin (Vice-Chair), T Butcher, R Ede, D Martin, W McNeill, J Webster, S Skinner, S Walter, B Hutchings and S Slatter are summoned, **and the public invited**, to attend the meeting of **Highcliffe and Walkford Parish Council** to be held on

Wednesday 8th October 2025, 18:30pm at **254 Lymington Road BH23 5ET**

Vanessa Ricketts FSLCC, Clerk and RFO

Agenda

1. **Apologies for absence**

   To consider and resolve to accept apologies for absence given with reason (LGA 1972 s85(3)).

2. **Declarations of interest**

   To receive any declarations of interests from members in respect of the agenda items below (Localism Act 2011, s31).

3. **Minutes of meeting of 10th September 2025**

   To resolve to accept and sign the minutes of the previous meeting as a true and accurate record. (LGA 1972, Sch12, para 41(1)).

4. **Chair's remarks**

   To receive comments from the Chair on matters pertaining to the Council.

5. **Public representations**

   To receive any public representation in accordance with Standing Order 3. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting, and a member of the public shall not speak for more than 5 minutes.

6. **BCP Councillors' Reports**

   To receive reports from BCP Unitary members (3 minutes per member)

7. **Resolutions Report**

   To receive the clerk's written report on actions against Council and Committee resolutions.

   Attached

8. **Finance**

   a) To receive and approve the schedule of Accounts and current bank balance**.** **Attached**
   b) To receive and approve the Chair to authorise the Bank reconciliation **Attached**
   c) To receive and note the budget comparison report 01/04/2025 – 30/09/2025 **Attached**
   d) To acknowledge receipt of the second instalment of the Council's precept and to determine the appropriate allocation of funds across the Council's accounts.

9. Conclusion of Audit 2024-25

To resolve to accept the Council's conclusion of Audit and the External Auditors comments. (Accounts and Audit Regulations 2015 (SI 2015/234)) **Attached**

10. Highcliffe Food and Arts Festival (HFAF) – update and grant application

To receive a verbal update from the Vice Chairman and consider a grant application from HFAF. (Local Government Act 1972, s.145) **Attached**

11. GDPR

To review the council's adopted GDPR policy in accordance with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. **Attached**

12. Freedom of Information Policy

To review the Council's Adopted Freedom of Information policy in accordance with the Freedom of Information Act 2000 ("FOIA"). **Attached**

13. Fees and Charges

To review the Council's fees and charges in accordance with the Council's adopted Financial Regulations s13.2. **Attached**

14. Health and Safety Insurance and consultation services

To consider a proposal from Worknest, the Council's appointed HR support company, to provide a dedicated H&S support service and insurance. **Attached**

15. Date of the Next Meeting

To note that the date of the next Amenities Meeting is scheduled for 12th November 2025 at 6.30pm.