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

Council Meeting Agenda

Wednesday 12th November 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 12th November 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 8th October 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** **Attached**

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

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**

9. **Internal Audit – Interim Inspection**

   a) To resolve to accept the Council's Interim Internal Audit Report. **Attached**
   b) To note the improvements and agree an action plan as required for any outstanding issues.
   c) To Resolve to re-appoint the Council's Internal Auditor for 2026-2027.

10. Review of Financial Regulations

Following the outcome of the Internal Audit Interim Report, to resolve to accept the changes to the Council's Financial Regulations as highlighted. **Attached**

11. Review of Treasury Management Policy

Following the outcome of the Internal Audit Interim Report, to resolve to accept the changes to the Council's Treasury Management Policy as highlighted. **Attached**

12. Review of the Council's Transparency Code **Attached**

To resolve to accept the corrected Local Government Transparency Code.

13. Terms of Reference and Scheme of Delegation **All Attached**

a) To resolve to accept the Terms of Reference as recommended by the Amenities Committee;
b) To resolve to accept the Terms of Reference as recommended by the Planning Committee;
c) To resolve to accept the Terms of Reference as recommended by the Staffing Committee;
d) To resolve to accept the Scheme of Delegation

14. GDPR

To resolve to accept the newly prepared GDPR policy in accordance with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. **Attached**

15. Freedom of Information Policy

To resolve to accept the newly prepared Freedom of Information policy in accordance with the Freedom of Information Act 2000 ("FOIA"). **Attached**

16. Assertion 10 - Compliance

To note the Council's compliance with Assertion 10 of the Annual Governance and Accountability Return. **Attached**

17. Cliff Top Music Festival 2025 – Report from Stir Events **Attached**

To receive the report on the festival and consider a request from Stir Events to retain the surplus for next year's event.

18. Old School – Update and Next Steps **Attached**

To receive a report from the Clerk on the Old School and agree in principle to accept the transfer of the Old School from 1 April 2026.

19. Budget 2026/2027

To resolve to accept the draft budget for 2026/2027 to form the basis for the precept to be considered at the next meeting of Council. **Attached**

20. Matters for Consideration

For report, information or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)..

21. Exclusion of the Press and Public

To resolve to exclude the press and public due to the confidential nature of the following business. (Public Bodies (Admission to Meetings) 1960, s1 (2))

22. Assistant Clerk – changes to job description

To consider the recommendation from Staffing Committee on the updated contract for the Assistant Parish Clerk.

23. Clerk – probationary period

To consider the recommendation from Staffing Committee on the Clerk and RFO's probationary period.

24. Date of the Next Meeting

To note that the date of the next Amenities Meeting is scheduled for 14th January 2026 at 6.30pm.