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

Annual Council Meeting Agenda

Wednesday 13th May 2026 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 **Annual Council** meeting of **Highcliffe and Walkford Parish Council** to be held on **Wednesday 13th May 2026, 18:30pm** at **254 Lymington Road BH23 5ET**

Vanessa Ricketts FSLCC, Clerk and RFO

Agenda

1. **To elect the Chair of Highcliffe and Walkford Parish Council for the municipal year 2026-2027.** (LGA 1972 s15 (1)).

   Upon election the Chair will sign the Declaration of Acceptance of Office.
2. **Chair's statement**

   To receive the Chair's statement.
3. **To elect the Vice Chair of Highcliffe and Walkford Parish Council for the municipal year 2026-2027.** (LGA 1972 s15 (6)).

   Upon election the Vice Chair will sign the Declaration of Acceptance of Office.
4. **Apologies for absence**

   To consider and resolve to accept apologies for absence given with reason (LGA 1972 s85(3)).
5. **Declarations of interest**

   To receive any declarations of interests from members in respect of the agenda items below (Localism Act 2011, s31).
6. **Minutes of meeting of 11th March 2026**

   To resolve to accept and sign the minutes of the previous meeting as a true and accurate record. (LGA 1972, Sch12, para 41(1).
7. **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.
8. **BCP Councillors' Reports**

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

9. Resolutions Report **Attached**

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

10. Committees of the Council (LGA 1972 s101):

a) To formally close Policy and Resources Committee and agree for Staffing Committee to become a standing Committee of Council.
b) To review and agree the terms of reference for the Council's Committees - https://highcliffewalkford-pc.gov.uk/committee-terms-of-reference
c) To appoint Members to the following Committees:
    1. Amenities Committee
    2. Planning Committee
    3. Staffing Committee

11. Standing Orders

To review and adopt the Council's Standing Orders - https://highcliffewalkford-pc.gov.uk/the-parish-council/council-policies.

12. Financial Regulations

To review and adopt the Council's Financial Regulations - https://highcliffewalkford-pc.gov.uk/the-parish-council/council-policies

13. Arrangements for Outside Bodies:

a) To confirm subscriptions to outside bodies:
    1. Society of Local Council Clerks
    2. National Association of Allotments
    3. Dorset Association of Parish & Town Councils
b) To review the representation on Dorset Association of Parish and Town Councils and arrangements for reporting back.

14. 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 the precept payment advice **Attached**
d) To receive the year end budget summary report **Attached**
e) To receive the year end reserves balance **Attached**
f) To receive the Asset Register (Accounts and Audit Regulations 2015, (SI 2015/234) **Attached**
g) To receive the year and Balance Sheet **Attached**

15. Council Policies:

To review the Council's policies https://highcliffewalkford-pc.gov.uk/the-parish-council/council-policies:

a) Freedom of Information Policy
b) General Data Protection Policy
c) Complaints procedure

16. Annual Governance and Accountability Return (AGAR) 2025/2026 (LGA1972 s151)

Attached

Part 1 Annual Governance Statement

The Council must approve and submit its Annual Return before 1st July 2026.

a) Part of the Annual Return is to approve the Annual Governance Statement in Section 1 of the AGAR. To confirm for each of the ten points in Section 1 whether it agrees or not with the Annual Governance Statement
b) To approve the Chairman and Clerk to sign the statement.

Part 2 Accounting Statements

c) To approve the Accounting Statements as shown in section 2 of the Annual Return. (The bottom line of the balance sheet corresponds to line 7 of the accounting

statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.)

d) To approve the Chairman and Responsible Financial Officer sign the accounting statements.

17. Notice for the Exercise of Public Rights **Attached**

To approve the period for the Exercise of Public Rights. All smaller authorities must include the first 10 working days of July within the 30 day period they set for the exercise of public rights for 2025/26. The period proposed is 3 June to 14 July.

18. Internal Audit **Attached**

To receive the Internal Auditors Year End Report and note any actions arising.

19. Risk Register **Attached**

To review and agree the Council's Risk Register.

20. Old School – Insurance Reinstatement Valuation

To approve a quotation to n a reinstatement valuation for the Old School for insurance purposes.

21. Motion received under Standing Order 9

Motion from Cllr Hutchings, "That this Council now advises BCP Council that the request made by the Parish Council in 2019 to take over responsibility for the Highcliffe Recreation Ground is now withdrawn. We no longer intend to proceed with the transfer. For clarification, this decision does not affect the proposed transfer (with Dowry) of the Highcliffe Play Areas agreed by Christchurch Borough Council."

22. 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).

23. 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))

24. Recommendations from Staffing Committee – 15 April 2026

To approve the following recommendations:

a) The Amenities Officer be placed on SCP16 from 1 April 2026
b) The Clerk and RFO be placed on SCP 45 from 1 April 2026
c) The Assistant Clerk's hours be increased to 22 hours per week

25. Date of the Next Meeting

To note that the next scheduled Council meeting will be held on 10th June 2026 at 6.30pm.