

OCKLEY PARISH COUNCIL
clerk@ockleypc.co.uk

28 April 2026

Dear Sir/Madam

I hereby give you notice that the Annual Meeting of the above named Parish Council will be held on **Monday 11 May 2026** after the Annual Assembly. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Lesley Fletcher*
Clerk

To: Councillors – Charles Calvert, James Lee-Steere, Gary Swindle, Barry Thorne,
 Vernon Trefry, Jason Wright

Members of the public are welcome to attend the meeting.

Meeting Etiquette

1. *Silence or turn off your mobile phone.*
2. *If you wish to speak, please raise your hand. The chair will invite you to speak at an appropriate opportunity.*
3. *Do not interrupt an existing speaker.*
4. *Do not hold side discussions or conversations whilst the meeting is in progress.*

Agenda

1. Election of Chairman – Declaration of Acceptance Form to be signed
Election of Vice Chairman
2. Attendance and apologies for absence
3. Declaration of interests and notification of changes to members' interests
4. Public session (Allocated time limit of 5 minutes at the discretion of the Chairman)
5. Approval of minutes of meeting 2 March 2026
6. Vacancy for parish councillor
7. Council Policies and Procedures – re. Standing Order 5j (if not already agenda item)
 - Review/adopt Standing Orders and Financial Regulations
update/review March 2026
 - attached – for adoption / review
 - Asset review – insurance reviewed March 2026
 - Adopt Complaints and Vexatious Complaints Procedures (as advised by DPO)
 - Review FOI / Data Protection policy
 - Review of Press/Media policy
 - Review of employment policies/procedures (n/a)
 - Review IT, Communications and Monitoring policyTo note – all OPC policies review to be undertaken: spreadsheet to be circulated before July meeting

8. Correspondence / diary dates
9. Planning matters – list to be attached
10. Finance:
 - a) accounts to be paid – list to be attached
 - b) finance report
 - c) verify bank statements to spreadsheets
 - d) audit of accounts 2025-26: review and consider the Annual Internal Audit Report
 - e) Annual Governance and Accountability Return (AGAR) 2025/26 Form 3 – external audit required
 - i. Complete Section 1 - Annual Governance Statement
 - ii. Complete Section 2 - Accounting Statements
 - iii. Explanation of significant variances
 - iv. Exercise of public rights – approve period of public rights to inspect AGAR from Wednesday 3 June to Tuesday 14 July 26
11. Crime and Speedwatch figures – lists to be attached
12. Ockley NDP
13. BT payphone, Station Approach
14. School Buildings, School Lane
15. Land south of Coles Lane
16. Kerbs – Stane Street
17. The Green maintenance – trees on A29 verge (work completed), strimming
18. Randhawa Farm
19. Play Area at Village Hall – oak tree
20. Next Meeting – Monday 6 July 2026