

**THORNBURY GROUP PARISH COUNCIL  
CLERK TO THE COUNCIL: JENNIFER EVA**

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**To Members of THORNBURY GROUP Parish Council:** Notice is hereby given that the Annual Parish Council Meeting will be held on **Monday 18<sup>th</sup> May**, commencing at 7.15 pm, in **The Village Hall, Edwyn Ralph**.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). This permission does not extend to private meetings or parts of meetings which are not open to the public.

All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act reasonably and not disrupt the conduct of meetings, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. The recording must be visible to anyone at the meeting.

**BUSINESS OF THE AGENDA**

**1. ELECTION OF CHAIRMAN OF THE COUNCIL**

The new Chairman to sign the Declaration of Acceptance of Office.

**2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

**3. TO RECEIVE APOLOGIES FOR ABSENCE**

*LGA 1972, S85 (1)*

*Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present at meetings, and that this forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk in advance, so that the grounds for absence are recorded in the Minutes.*

**4. TO RECORD ANY DECLARATIONS OF INTEREST AND CONSIDER ANY REQUESTS FOR DISPENSATION**

Members are invited to declare any disclosable pecuniary interests and other interests in items on the agenda, in accordance with the THORNBURY GROUP Parish Council Code of Conduct for Members and the requirements of the Localism Act 2011.

*NB: Members must leave the meeting during the discussion and voting on matters in which they have a disclosable pecuniary interest. Requests for dispensations must be submitted in writing to the Clerk as soon as possible before the meeting.*

**5. TO CONSIDER APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 30<sup>TH</sup> MARCH 2026**

## **6. OPEN SESSION**

- a. To receive a brief report from the Ward Councillor Bruce Baker.
- b. Public questions for parishioners  
*NB. Time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.*

## **7. TO REVIEW THORNBURY GROUP PARISH COUNCIL POLICIES AND (RE)ADOPT**

- a. Standing Orders
- b. Code of Conduct
- c. Financial Regulations
- d. Risk Schedule and Financial Controls
- e. Complaints Procedure
- f. Equality Policy
- g. Policy for dealing with Planning Applications received between meetings
- h. Grievance Policy
- i. Online payment procedure
- j. Bank signatories / online payment approvers
- k. To reconfirm eligibility to act under the General Power of Competence

## **8. FINANCE**

- 8.1 To consider the End of Year 2025/26 Finance Report.
- 8.2 To consider and approve the Internal Audit Report
- 8.3 To consider and approve the Annual Return Governance Statement.
- 8.4 To consider and approve the Annual Return Accounting Statements
- 8.5 To confirm the dates for the period for the exercise of public rights.
- 8.6 Certificate of Exemption – as the Council's higher gross income did not exceed £25,000.00 in the year to 31<sup>st</sup> March 2026 to RESOLVE to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations 2015).
- 8.7 To consider the internal auditor for 2026/27.
- 8.8 To continuing to use the "payments and receipts" accounting method for 2026/27 and the use of BACS payments.
- 8.9 To consider the following invoices for payment via online transfer;
  - a. Clerk ... salary April and May
  - b. Clerk ... printer cartridge
  - b. Ruth Mullett ... Internal Audit ... £200.00
- 8.10 To ratify the following payment made between meetings under the Clerk's delegated authority.
  - a. Autela ... Payroll Jan, Feb, Mar and HMRC EOY ... £85.00+ vat
- 8.11 To note the first part of the Precept was received on 21<sup>st</sup> April 2026.

## **9. SAFER NEIGHBOURHOODS TEAM**

To receive an update if available.

**10. HIGHWAYS / FOOTPATHS / TRAFFIC**

To consider any new issues in the Parish.

**11. TO CONSIDER INFORMATION AND CORRESPONDENCE RECEIVED**

**12. NEXT MEETING**

To note the date of the next Ordinary Meeting is scheduled for 27<sup>th</sup> July 2026

Jennifer Eva, Clerk to the Council  
13<sup>th</sup> May 2026