

Latton Parish Council

(including the hamlets of Eysey and Water Eaton)

Parish Clerk: Rebecca Collier

Telephone: 07460420646 Email: Clerk@latton-pc.gov.uk

ANNUAL MEETING OF THE PARISH COUNCIL to be held on Tuesday 19 May 2026 following on from the Annual Parish Meeting

Councillors:

Cllr H Claridge

Cllr A Grizzell

Cllr K Johnson

Cllr D Lloyd

Cllr D Newman

Members of Latton Parish Council as listed above are summoned to attend a meeting of the Parish Council for the purpose of transacting the following business.

Rebecca Collier
Clerk to the Council

Date: 14 May 2026

Public and Councillor Question Time – to receive questions from the public (limited to ten minutes) and Councillors (limited to five minutes) on items not on the agenda. Every attempt will be made to give accurate answers to all questions. However, on some subject's further research and consultation with the appropriate bodies may be necessary, following which a response will be offered as soon as is possible.

A G E N D A

- 1. Election of Chairman**
Members are requested to Nominate a Chairman for the ensuing year, all nominations must be seconded.
- 2. Election of Vice-Chairman**
Members are requested to Nominate a Vice-Chairman for the ensuing year, all nominations must be seconded.
- 3. Acceptance of Office and Code of Conduct**
The newly appointed Chairman and Vice-Chairman are requested to sign their Acceptance of Office Forms authorised by the Clerk of the Council.
- 4. Apologies for Absence**
To RECEIVE apologies
- 5. Declarations of Interest**
Members are reminded to DECLARE any interest they may have for any item on the agenda, no later than when the item is reached. As required under the Code of Conduct adopted by Latton Parish Council and by the Localism Act 2011.
- 6. Dispensations**
To NOTE any dispensations in respect of this agenda received prior to the meeting.
- 7. Standing Orders**
To REVIEW Standing Orders – with no changes proposed
- 8. Financial Regulations 2026**
To REVIEW Financial Regulations – with no changes proposed

9. **Schedule of Memberships and Regular Payments**
To NOTE and APPROVE subscriptions and regular payments
10. **Asset Register**
To NOTE and APPROVE the Asset Register
11. **Appointment of Signatories to the Bank Account**
To NOTE and APPROVE that the bank mandate is the Chairman and Vice Chairman and two other Councillors - together with the Parish Clerk, will be signatories.
12. **Bank Reconciliations**
To APPROVE the appointment of a Councillor to verify bank reconciliations as per 2.6 of the adopted Financial Regulations.
At least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the Clerk/RFO.
The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.
13. **External Auditor 2026-2027**
Members to NOTE the External Auditor is PKF Littlejohn.
14. **Appointment of Internal Auditors 2026 - 2027**
To CONFIRM that Whitehill Business Services will continue to carry out the Council's internal audit.
15. **General Power of Competence**
To NOTE the Parish Council cannot hold the General Power of Competence. To qualify, its Clerk must be CilCA qualified.
16. **Representatives to Other Bodies and Parish Duties 2026 - 2027**

Name	Currently
Cricklade & RWB Area Board	Cllr Johnson
Community Area Transport Group	Cllr Lloyd
Facebook Administrator	Clerk
Floral Displays Co-Ordinator	Cllr Johnson
Parish Newsletters	Cllr Lloyd
Play Area Inspections	Cllr Johnson
Play Area Waste Bin	Cllr Johnson
Speed Indicator Device Latton	Cllr Newman
Speed Indicator Device Water Eaton	Cllr Newman

17. **Review of On-line Register of Interests**
Members are reminded to REVIEW their online Register of Interests and advise the Clerk if any amendments are required.