

Coulston Parish Council

www.coulstonparishcouncil.gov.uk clerk@coulstonparishcouncil.gov.uk

Chair: Christine Vize **Parish Clerk: Tekla Hicks**

Membership: Councillors C. Vize (chair), C. Markes (vice-chair), C. Fisher, M. Suter, N. Dolman.

You are duly summoned to attend Coulston Parish Council Annual Meeting on **Tuesday 5th May 2026 at 6pm** to transact the following business at the location of the Coulston Village Hall, Coulston, Westbury, BA13 4NY.

Tekla Hicks

T Hicks, PSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

26-27/1 Election of Chair for the year 2026-27

Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring chair will make way for the newly elected chair and take up the chair's seat. The newly elected chair will sign the declaration of acceptance of office and deliver it to the clerk.

26-27/2 Election of Vice-Chair for the year 2026-27

Nominations will be sought for the position of vice-chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.

26-27/3 Recording and filming of the meeting

The chair will ask all those present if any member of the public is intending to record or film the meeting.

26-27/4 Apologies

To receive and consider apologies for those unable to attend.

26-27/5 Declarations of Interest

To receive any declarations of interest for items on the agenda under the parish council's Code of Conduct issued in accordance with the Localism Act 2011.

26-27/6 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 3rd March 2026.

26-27/7 Reports

- (i) **To note** any announcements by the chair.
- (ii) **To receive** an update from the Wiltshire Councillor T. Reay.
- (iii) **To receive** clerk's report.
- (iv) **To receive and note** up to date external meetings schedule.

26-27/8 Public Participation

- (i) **To enable** members of the public to address the council regarding any item on the agenda*.
- (ii) **To receive** any petitions or deputations.

26-27/9 Planning Matters to discuss:

- (i) **To note and discuss** any other planning applications received before the meeting.
- (ii) **To note** the Coulston Parish Council Planning Schedule.

26-27/10 Appoint Councillor Portfolios:

- (i) Police Liaison

- (ii) Allotments
- (iii) Parish stewards and Footpaths/Highways
- (iv) Parish council website
- (v) Planning

26-27/11 Maintenance to include items as below:

- (i) **To discuss and agree** parish steward schedule – consideration of jobs for next visits.
- (ii) **To receive** any update on the reported flooding in the Village Hall Car Park.

26-27/12 Finance

(i) Payments for Approval:

- (a) Coulston Village Hall meeting room hire - £78.00
- (b) WALC & NALC subscription - £76.06
- (c) Clerk's expenses claim to 30.04.2026

- (ii) **To approve** invoices/requests for payment received after the preparation of the agenda.

(iii) Monthly Management Accounts

Members to receive the monthly financial report and bank reconciliations. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.

26-27/13 Annual Accounts 2025-26

Members to approve the annual accounts for the period 1st April 2025 to 31st March 2026.

26-27/14 Asset Register 2026-27

Members to approve the Asset Register for 2026-27.

26-27/15 Annual Internal Audit 2025-26

Members to receive and note the Annual Internal Audit Report.

26-27/16 Annual Governance and Accountability Return 2025-26

(i) Annual Governance Statement 2025-26

Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.

(ii) Accounting Statements 2025-26

Members to approve the accounting statements as outline in Section 2 of the Annual Return and minute accordingly. The chair and clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.

(iii) Exemption 2025-26

To approve that the parish council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000.

- (iv) **To note** that the clerk is setting the commencement date for the exercise of public rights as Wednesday 3rd June and ending on Tuesday 14th July 2026

26-27/17 Governance

(i) To approve and adopt for 2026-27:-

- (a) Appraisal policy
- (b) Biodiversity policy
- (c) Co-Option policy

- (d) Code of Conduct
- (e) Community Emergency Plan
- (f) Complaints policy
- (g) Data Protection policy
- (h) Dignity at Work policy
- (i) Disciplinary policy
- (j) Document Retention and Publication policy
- (k) Equality and Diversity policy
- (l) Financial Regulations
- (m) Freedom of Information policy
- (n) GDPR Consent
- (o) Grant Awarding policy and application form
- (p) Grievance policy
- (q) Health & Safety policy
- (r) Lone Working policy
- (s) Privacy Notice
- (t) Risk Assessment
- (u) Standing Orders

26-27/18 **Confirmation of date of next meeting:** Tuesday 7th July 2026 at 7.30pm.

For supporting documents, please see
www.coulstonparishcouncil.gov.uk or scan the QR code:



* Coulston Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes) on matters on the agenda. Outside the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if council so wishes, items may be added to a future agenda for consideration.

28.04.2026