



Date and time: Wednesday 6th May 2026 at 6.00PM

Place: Chadwick End Village Hall

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held on **6th May 2026 at 6.00pm**. This will be followed by the Assembly.

KJFinlayson

Kerry Finlayson Parish Clerk, Chadwick End Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. **ELECTION OF CHAIR**
2. **WELCOME & APOLOGIES**
 - i. New Clerk
 - ii. Public Participation Notice
3. **DECLARATIONS OF INTEREST**
4. **OPEN FORUM**
5. **REPORTS FROM PRINCIPAL AUTHORITIES**
 - i. SMBC Update from Cllr Dewing **DOCUMENT 1**
6. **APPROVAL OF MINUTES**

To approve the minutes of the Ordinary meeting held on 19th March 2026 **DOCUMENT 2**
7. **ELECTION OF VICE CHAIR**
8. **FINANCIAL MATTERS**
 - i. Clerk's Reports **DOCUMENT 3/TO FOLLOW**
 - ii. Internal Audit **TO FOLLOW**
 - iii. Annual Governance & Accountability Return 2025/26
 - a) Agree Accounting Statements 2025/26
 - b) Notice of Public Rights
 - iv. Regular Payments **DOCUMENT 4**
 - v. Budget 2026-27 **DOCUMENT 5**
9. **AREAS OF RESPONSIBILITY**

To agree Parish Councillors areas of responsibility **DOCUMENT 6**
10. **VILLAGE HALL**
 - i. Defibrillator Check
 - ii. Flood Defence/Drainage
 - iii. Playground & Hall Checks **DOCUMENT 7**

- iv. Long Term Plans for Playground
- v. Coffee Mornings
- vi. Fire Assessment Quotations
- vii. Accessibility Ramp

11. PREVIOUS ACTION POINTS

DOCUMENT 8

12. POLICIES

- i. Publication Scheme

DOCUMENT 9

13. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

14. DATE OF NEXT MEETING

15. TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC and PRESS

18. PERSONNEL and CONFIDENTIAL MATTERS

- i. Keys
- ii. Key Code

Kerry Finlayson

Clerk to Chadwick End Parish Council

clerk@chadwickend-pc.gov.uk

www.chadwickend-pc.gov.uk