

Minutes of the **ANNUAL GENERAL MEETING** of Staverton Parish Council held on Monday
11 MAY 2026 at 7 pm.

93. PRESENT: Chair Nick Woodall, Vice Chair Jeff Gibson, Cllr Richard Blueitt, Cllr Claire Braham, Cllr Mark Frati
Cllr Kevin Lamb, Cllr Jon Miller and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin

94. APOLOGIES: None

95. MINUTES OF THE LAST AGM MEETING (11th May 2025) The minutes were held to be a true record.

96. ELECTION TO OFFICE

CHAIR: Councillor Kevin Lamb proposed and Councillor Jeff Gibson seconded that Cllr Nick Woodall be re-elected as Chair of Staverton Parish Council for the next financial year. The motion was carried unanimously.

VICE CHAIR: Chair Nick Woodall proposed and Cllr Claire Braham seconded that Cllr Jeff Gibson re-elected as Vice Chair for the next financial year until 2026.. Motion carried unanimously.

97. REGISTER OF INTERESTS – Annual update

All Parish Councillors were instructed to update their online registers with Wiltshire Council.

98. NEWSLETTER EDITOR – Simon Withers

Unfortunately Editor Simon Withers has decided to step back from editing the newsletter due to other demands on his personal life and the Parish Council thanks him for his support and expertise for the 3 years he has been helping with the Newsletter and Website. He will continue for the time being until another volunteer comes forward.

99. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL

a. Football on the Field:

A meeting will be held with Staverton Rangers to discuss any issues which may have arisen during the last season.

b. Hire Fees for Village Hall:

There will be no increase for the next financial year.

c. Septic Tank:

Clerk to ask Contractors to empty the tank asap.

d. Resurfacing of Car Park on Sports Ground:

The surface of the sports ground car park is to be carried out during week beginning 25th May. The area will be closed to all users whilst work commences. Armadillo Groundwork & Construction Ltd will be the contractor at a cost of £7,500 plus VAT. The surface has become uneven and can cause a trip hazard. Also 3 rusting benches will be removed at the same time.

e. Repairs to Tennis Court:

Vandals repeatedly rip apart the two layers of chain link fencing causing trip hazards to court users. Several councillors have given up their free time to repair the fencing to no avail. It is now decided to attach steel bars and it is hoped this will prevent further damage to the fencing.

1. FINANCE

a. Clerk's Financial Report: This was unanimously approved.

BANK ACCOUNTS AND PETTY CASH HELD

DATE		£
2.4.26	NAT WEST PRECEPT ACCOUNT	9,943.81
2.4.26	NAT WEST - CLERKS GRATUITY ACCOUNT	8,602.74
2.4.26	PETTY CASH	274.9
2.4.26	NAT WEST GROUND MAINTENANCE FUND	9,129.06
2.4.26	CAMBRIDGE AND COUNTIES BANK	65,000.00
		92,950.51

PAYMENTS SINCE LAST MEETING

Precept Account

DATE	CHQ/DD	DESCRIPTION	Net £
2.3.26	so	STAFF COSTS - FEB 26	1136.53
9 & 12/3	BACS	ROMAN GLASS - NOTICEBOARD GLASS DOOR REPAIR	185.51
16.3.26	DD	CORONA ENERGY - ELECTRICITY V HALL FEB 26	80.07
16.2.26	DD	CORONA ENERGY - GAS V HALL JAN - FEB	154.58
26.1.26	DD	MICROSOFT OUTLOOK JAN 26	32.90
25.2.26	DD	MICROSOFT OUTLOOK FEB 26	32.9
25.3.26	BACS	DAVID OWEN - PAYE TO MARCH QTR	100
25.3.26	BACS	GORDON JONES GROUNDS MAINTENANCE PLAY AREA MAR	190
25.3.26	BACS	CLEANING CONTRACTOR V HALL - MAR 26	120
1.3.26	DD	CORONA ENERGY GAS FEB TO MAR 26	115.12
25.3.26	DD	MICROSOFT OUTLOOK MAR 26	32.9
11.2.26	DD	HMRC VAT QTR 3	76.16
1.4.26	so	Staff costs - March 26	1136.53
1.4.26	bacs	BT - WIFI TO APRIL	3.29
13.4.26	DD	CORONA ENERGY ELECTRICITY MAR 26	83.37
14.4.26	BACS	WALC/NALC ANNUAL SUBSCRIPTION 26/27	634.23
17.4.26	DD	HILLS WASTE REMOVAL MAR 26	28.92
17.4.26	DD	CORONA ENERGY GAS MAR 26	105.44
27.4.26	BACS	GORDON JONES - GROUNDS MAINTENANCE APR 26	190.00
27.4.26	BACS	CLEANING CONTRACTOR, VILLAGE HALL APR 26	150.00
27.4.26	BACS	SUPERIOR PRINTING - SPRING ISSUE	365.00
30.4.26	CHQ	HMRC - PAYE & NI - QTR 4	1304.08
1.5.26	DD	WATER2BUSINESS - RATES TO APR 26	61.08
27.4.26	BACS	BT - WIFI TO APRIL	32.95
1.5.26	SO	STAFF COSTS - APRIL 26	1136.73
30.4.26	BACS	SCRIBE - ANNUAL SUBSCRIPTION 26-27	504.00
27.4.26	BACS	MICROSOFT	32.90
		8025.19	

Maintenance Fund Account

DATE	CHQ/DD		Net £
25.3.26	BACS	IDVERDE - GRASS CUTTING SPORTS GROUND MAR 26	409.51
4.5.26	BACs	IDVERDE - GRASS CUTTING SPORTS GROUND APR 26	409.51
		819.02	

Petty Cash

4.5.26	Mar-26	POSTAGE, STATIONARY, MISC	51.96
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TRANSFERS**INCOME****Precept Account**

DATE	CHQ/DD		
19.3.26	BACS	582 HALL HIRE BIRTHDAY PARTY JUNE 26	51.25
25.3.26	BACS	583 HALL HIRE YOGA APR/MAY 26	200.00
9.3.26	BACS	580 HALL HIRE BIRTHDAY PARTY MAR 26	57.5
25.3.26	CASH	584 HALL HIRE CHILD MINDING APR 26	40
30.3.26	BACS	586 HALL HIRE PILATES APR 26	50
7.4.26	BACS	578 OFF PITCH COACHING - FIELD HIRE FEB 26	20
13.4.26	BACS	587 SRFC FIELD HIRE APRIL 26	455.00
17.4.26	BACS	588 HALL HIRE - 22 AUG 26	51.25
21.4.26	BACS	WILTSHIRE COUNCIL - PRECEPT TO SEPT 26	16,419.50
22.4.26	BACS	589 FIRST AID EDUCATION - 8TH MAY 26	107.5
22.4.26	BACS	585 OFF PITCH COACHING - FIELD HIRE MAR 26	20
27.4.26	CASH	592 CHILD MINDING GROUP MAY 26	40
			17512

b. Annual Internal Audit Report 2025-26 by Auditing Solutions Ltd: The Internal Auditor stated “*The Council should consider adoption of the latest NALC model Standing Orders taking account of local circumstances and requirements, also considering a lower value for formal tender action at around £15,000. The Scribe accounting software should be utilised to the full potential with detail of the individual approved budgeted receipts and payments for the year set up appropriately to facilitate reporting of the budget performance during the year directly from the accounting software. “We are again pleased to conclude that the Clerk and the Council have continued to maintain satisfactory and effective internal control with only one or two issues noted, once of which relating to the Clerk’s salary noted at our interim review having been appropriately addressed by the year end. We again thank the Clerk for the continued high standard of documentation provided and request that this report is presented to Council for consideration and adoption “*

The council fully discussed and approved the internal audit report.

c. ASSERTION 10 (AGAR 3) LOG – This document has been designed to be a log of activity throughout the year to show digital and data compliance. The parish council unanimously approved and adopted this document.

(This a new requirement for English local councils effective from 2025/26 financial year that formalizes digital and data compliance. It requires councils to have an IT policy, use a council-owned domain for official email, ensure their website meets WCAG 2.2 AA accessibility standards, and comply with data protection legislation like the UK GDPR. This replaces previous, implied requirements under Assertion 3 to give digital governance and data protection requirements their own standalone section. A formal Assertion 10 compliance will be conducted annually before approving the AGAR 3.)

i. Email addresses: The parish council adopted .org.uk email addresses several years ago for all parish councillors and the parish clerk. Email policies are regularly reviewed, monitored and backed up. Councillors follow GDPR principles and councillor communications policy. It has been unanimously agreed that the new editor of the newsletter will be given an email address: editor@stavertonparishcouncil.org.uk.

ii. Website: The parish council has unanimously agreed to upgrade the existing website to improve compliance with new legislation. This will be carried out when the new editor has been installed. The website conforms to ~Web Content Accessibility Guidelines. WCAG 2.2 A.A Standards.

iii. Data Protection Training: The Data Protection Officer will be introducing Data Protection training sessions at the end of each parish council meeting as necessary and working with the clerk to introduce training sessions as

required to councillors and the clerk. He has reviewed all the policies and guidelines. This was unanimously agreed. A list of all these documents are available on the website.

iv. Freedom of Information and Data Protection policies and guidelines: All these documents have been fully reviewed and training and reviews will be entered on the relevant logs.

v. IT Policy and Cybersecurity: An IT Policy was adopted in March 2026. Additional cybersecurity training will be arranged for all parish council members.

vi. Training Budget for Council members 2026/27: This has been increased from £300 to £500 and will be reviewed annually.

vii. Disposal of personal data online and paper files: A record of processing activities is maintained in a log and data not removed has been held in secure storage. This has been carried out for 2026.

viii. Recordkeeping and Audit Trail Assertion 10: Councillors unanimously agreed a formal review has been carried out and that the parish council fully complied with the new Assertion 10 mandatory guidelines. All issues identified are addressed and recorded.

d. IOC Model Publication and Guide to Model Publication 2025/26: Chair Nick Woodall proposed and Cllr Kevin Lamb seconded that both these documents be adopted. This motion was unanimously agreed.

e. Annual Governance Statement re sound internal control by PC on AGAR 3 2025/26. Chair Nick Woodall proposed and Cllr Kevin Lamb seconded that the controls had been exercised. This motion was agreed unanimously.

f. Annual Governance & Accountability Return (AGAR 3) 2025/26: Chair Nick Woodall proposed and Cllr Claire Braham seconded that the AGAR 3 be adopted. This motion was agreed unanimously.

g. Reserves and Variances 2025/26: Cllr Mark Frati proposed and Chair Nick Woodall seconded that the Reserves and Variances as presented were accurate. This motion was agreed unanimously.

h. Unaudited Year End Accounts for Staverton Parish Council 2025/26: Chair Nick Woodall proposed, and Vice Chair Jeff Gibson seconded that the Unaudited Year End Accounts be adopted. This motion was agreed unanimously.

i. Commencement date for the Exercise of Public Rights to have access to the accounts 2025/26. The date of announcement will be Monday 1st June 26 and will commence the 3rd June 26. Chair Nick Woodall proposed and Cllr Kevin Lamb seconded that the date has been set. This motion was agreed unanimously.

j. External & Internal Auditors for 2026/27: PKF Littlejohn and Auditing Solutions Ltd were unanimously approved as auditors for 2026/27.

2. DATA PROTECTION TRAINING SESSION – Data Protection Officer Kevin Lamb

- WhatsApp Use Policy - This policy was fully discussed and adopted by the parish council.
- When a Councillor Resigns – Guidelines: This policy was fully discussed and adopted by the parish council. Guidelines to be adopted for “When the Clerk Resigns and When the Editor Resigns”

3. CLOSE OF MEETING – 8.30 pm