



Stoke by Clare

Parish Council

Issue date: 21st May 2026

The Parish Chair and members of Stoke by Clare Parish Council

You are hereby summoned to attend the **Annual Meeting of the Stoke by Clare Parish Council** to be held on **Wednesday 27th May 2026** at **The Barn, Ashen Lane, Stoke by Clare, CO10 8JA** at 7.30 pm.

Matthew Price PLSCC
Clerk to the Council.

AGENDA

1. **To elect a Chair for the 2026/27 municipal year to hold office until the next Annual Meeting of the Council**
2. **To receive the Chair's Declaration of Acceptance of office**
3. **To elect a Vice Chair for the 2026/27 municipal year to hold office until the next Annual Meeting of the Council.**
4. **Apologies for absence**
To receive and accept any apologies for absence from Members.
5. **Declaration of interest**
To receive any Declarations of Interest from Members related to items on this agenda
6. **Public participation / Question Time**
Public Participation / Question Time (Maximum of 3 minutes per person, 15 minutes total). If members of the public wish to speak at the meeting, would they please contact the Clerk to the council 24 hours in advance.
7. **Minutes**
To confirm the minutes of the meeting held on 25th March 2026 (Copy herewith)

8. Planning and Licensing Committee

- a) To appoint a Planning and Licensing Committee until the next Annual Meeting of the Council
- b) To resolve that the Planning and Licensing Committee, in accordance with Stoke by Clare Parish Council Standing Orders, be given the delegated authority to express the view of the Council to the relevant planning and licensing authority with regards to applications for planning permission and associated planning matters and licensing applications and any associated matters.
- e) To appoint members of the Planning and Licensing Committee to serve until the next Annual Meeting of the Council in accordance with SBCPC Standing Orders.

9. To appoint any Working Groups

All groups to be led by an elected Councillor.

10. Review and adoption of statutory documents, appointments and policies

- a) To review, approve and adopt Terms of Reference (copy herewith)
- b) To review, approve and adopt Code of Conduct (copy herewith)
- c) To review, approve and adopt Standing orders (copy herewith)
- d) To review, approve and adopt Financial regulations (copy herewith)
- e) To review and approve current banking arrangements and signatories (copy herewith)
- f) To review and approve of ordinary meetings for the full council for the year ahead (copy herewith)
- g) To review and confirm arrangements for insurance cover in respect of all insured risks.
- h) To review and approve the risk management policy (copy herewith)
- i) To review and approve the Council's complaints procedures (copy herewith)
- j) To review and approve the Council's Publication Scheme (copy herewith)
- k) To review and approve the Council's policy on data protection and information management policy and data protection policy (copy herewith)
- l) To review the Council's accessibility statement (copy herewith)

11. Annual Governance and Accountability Return

- a) To review and approve Annual Governance Statement (copy herewith)
- b) To review and approve Accounting statement for 2025/26 (copy herewith)
- c) To review and approve the dates proposed for Exercising Public Rights of 3rd June to 14th July 2026

12. Internal and external audit

- a) To receive feedback from the external auditor for 2024/25 (copy herewith)
- b) To approve the appointment of an Internal Auditor for the financial year 2025/2026 (copy herewith)

13. Reports

- a) Suffolk County Councillor's report
- b) West Suffolk Councillor's report

14. Members' items and questions (not included elsewhere)

15. Finance

- a) To consider and approve Bank Statements for April and May 2026
- b) To consider and approve Payment Authorisation for April and May 2026
- c) To nominate and agree a Councillor (non signatory) to conduct an internal control review in line with assertion 2 of the annual governance statement covering the 2026/27 municipal year.
- d) To receive and approve year end accounts for the 2025/26 municipal year
- e) Pension re-declaration

Matthew Price – Clerk to the Council – 27th May 2026