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To: - Councillors Bancroft, Breeze-Crow, Ford, Hardman, Johnson, Kilburn, Lyons, Newton, Norman, Paul, Stevens and Wild.

You are summoned to attend the Annual Meeting of the Parish Council to be held in the meeting room, Village Hall, Paulton on **Tuesday 19th May 2026 at 7.00pm**. The agenda for the meeting appears below.

Helen Jenkins  
Clerk

**THIS MEETING MAY BE FILMED OR RECORDED**

**AGENDA**

**1. ELECTION OF CHAIRMAN 2025/2026**

To elect a Chairman for the ensuing municipal year.

(Upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that office).

**2. ELECTION OF VICE- CHAIRMAN 2025/2026**

To elect a Vice-Chairman for the ensuing municipal year.

(The Council *may* appoint a Vice-Chairman but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that office).

**3. APOLOGIES FOR ABSENCE**

To note any apologies for absence.

**4. PUBLIC PARTICIPATION**

In accordance with Standing Order 3, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

**5. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October

2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

**6. CO-OPTION OF A COUNCILLOR**

To receive a written application for the office of Parish councillor and to Co-opt a candidate to fill existing vacancies.

**7. CONFIRMATION OF MINUTES**

That the minutes of the Parish Council meeting held on 21st April 2026 be approved as a correct record and signed by the Chairman.

**8. CHAIR'S REPORT**

The Chair will report back on activities and events since the last Council meeting.

**9. CLERK'S REPORT**

To receive a verbal report from the Parish Clerk.

**10. APPOINTMENT OF MEMBERS TO COMMITTEES**

To approve the appointment of members to committees, Planning & Highways, Events, Parks & Amenities, Staffing Committee and Hub Management. Appointment of Chair to the Staffing Committee

*Note that the appointment of the Chairs to the Planning & Highways, Events, Parks & Amenities and Hub Committees will be done at the first meeting of the Committee.*

**11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND PARTNERSHIP GROUPS 2024/2025**

I. To appoint members, as representatives of the Council, to the following groups:

- Somer Valley Enterprise Zone Key Stakeholder Group – 1 Councillor
- Dial A Ride – 1 Councillor

II. To note the following:

- Parish Liaison - Chairman of the Council and Clerk are invited to attend these meetings
- ALCA – The Chairman and Vice Chairman are invited to attend these meetings, a Councillor representative can attend if both are unavailable.

**12. ANNUAL RETURN 2025/2026 – ANNUAL GOVERNANCE STATEMENT**

To approve and sign the Annual Governance statement (section 1 on the Annual Return).

**13. ANNUAL RETURN 2025/2026 – ACCOUNTING STATEMENTS**

To approve and sign the Accounting Statements (section 2 on the Annual Return).

**14. APPOINTMENT OF INTERNAL AUDITOR**

To approve the auditors Auditing Solutions Ltd for the year 2026/27.

**15. RISK ASSESSMENT, STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT**

To review and approve the documents.

**16. SWIMMING POOL**

To review reports from the Pool Management team.

**17. NEIGHBOURHOOD PLAN**

An update on progress.

**18. BDO RETURNS**

To review and approve the Conflict of Interest return for the external auditor.

**19. COPPER BEECH TREE**

To discuss points raised at the B&NES Planning meeting when the tree is due to be felled in the future.

**20. SCHEDULE OF MEETINGS**

To approve amendment to meeting dates in July, Planning & Highways 14<sup>th</sup> July, Parish Council on 21<sup>st</sup> July and Hub Management on 28<sup>th</sup> July 2026.

**21 DATE OF NEXT MEETING**

The next scheduled meeting of the Parish Council is on **Tuesday 16<sup>th</sup> June 2026 at 7.00pm.**