

**STOKE ST MICHAEL ANNUAL COUNCIL MEETING**  
**Minutes from the meeting held at Stoke St Michael War Memorial Hall on**  
**Thursday 14<sup>th</sup> May 2026 starting at 7.30pm**

**1. Election of Chair**

(a) **To elect the Chair for the forthcoming year**

(b) Cllr Dan White was elected as Chair of the Parish Council for the forthcoming year.

(c) **The Chair to sign the Declaration of Office Form**

Cllr Dan White as Chair of the Parish Council signed the Declaration of Office Form.

**2. Election of Vice-Chair**

(a) **To elect the Vice-Chair for the forthcoming year**

Cllr Keith Hambly was elected as Vice-Chair of the Parish Council for the forthcoming year.

**3. Present**

Cllrs Amanda Taylor, Dan White (Chair), Phil Howard, John McEntee, Keith Hambly, Simon Collins, Matthew Rice.

**4. Apologies**

Cllr Anna Mearns

**5. Banking Arrangements**

(a) **To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.**

The Council **RESOLVED** to add Cllrs Dan White and Phil Howard as signatories and online-access and to remove Peter Rhodes.

**6. To confirm that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field**

The Council **CONFIRMED** that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field.

**7. To note Stoke St Michael Parish Council is not eligible for adopting the General Power of Competence as two thirds of the Councillors were not elected at the elections held in 2022, although there is a qualified Clerk.**

The Council **NOTED** that that Parish Council is not eligible for adopting the General Power of Competence as two thirds of the Councillors were not elected at the elections held in 2022, although there is a qualified Clerk.

**8. Insurance Cover**

(a) **Agree Annual Insurance.**

The Council noted the Insurance Report and only one insurance company had issued a quote for the annual insurance. The Council **RESOLVED** to appoint Clear Councils as the insurance company for 2026-2027 and approved the payment of £601.28.

**9. Risk Assessment**

(a) **To approve the Annual Risk Schedule**

(b) **Risk assessment for open spaces**

(c) **Risk Assessment for the Lychgate and surrounding areas**

The Council **RESOLVED** to approve the above risk assessments.

**10. Policies**

- (a) To review and adopt the Standing Orders**
- (b) To review and adopt the Financial Regulations**
- (c) To review and adopt the Code of Conduct**

Following a slight amendment to the Standing Orders the Council **RESOLVED** to approve the above policies.

**11. Confirm and agree Dates of Future Meetings for the following year**

The Council **RESOLVED** to agree the dates of future meetings for the following year.

**12. Confirm and agree councillors cleaning the lychgate and which month**

The Council **RESOLVED** to agree the monthly rota for the Lychgate and Millennium Green.

**13. Councillors Interests/Responsibilities**

- (a)** Climate Change – agreed to remove from the list
- (b)** Planning – Cllrs Dan White and Amanda Taylor
- (c)** Finance – Cllr Keith Hambly
- (d)** Highways – Cllrs Anna Mearns and Simon Collins
- (e)** Footpaths – Cllrs Matthew Rice
- (f)** Quarry Liaison – Cllrs Amanda Taylor and Simon Collins
- (g)** Representative on the committee for the Community Playing Field – Cllrs Keith Hambly and Amanda Taylor
- (h)** Representative on the committee for the War Memorial Hall – Cllr Phil Howard
- (i)** LCN Representative – Cllr Anna Mearns and Phil Howard

**14. Accounts for the Year Ending 31<sup>st</sup> March 2026**

- (a) Note the Annual Internal Audit Report from the Internal Auditor along with the detailed report.**

- **Members declaration of interest forms requires updating**

The Council **NOTED** the Annual Internal Audit Report and the recommendations. Councillors will be asked to complete new Register of Interest Forms

- (b) To approve the Annual Governance Statement of 2025/2026 of the Annual Return**

- **To note the Parish Council will tick No for Assertion 10 as the arrangements for its IT and data management were not in place by the end of March 2026.**

The Council **RESOLVED** to approve the Annual Governance 2025/2026 of the Annual Return and **NOTED** that Assertion 10 was ticked NO as the IT and Data Management were not in place by the end of March 2026.

- (c) To approve the Accounting Statement 2025/2026 of the Annual Return**

The Council **RESOLVED** to approve the Accounting Statement 2025/2026 of the Annual Return.

- (d) To note the Notice of Public Rights and Publication of Annual Governance & Accountability Return. The dates for the Notice of Public Rights and Publication of Annual Governance and Accountability will run from Wednesday 3<sup>rd</sup> June until Tuesday 14<sup>th</sup> July 2026.**

The Council **NOTED** that the Notice of Public Rights and Publication of Annual Governance and Accountability will run from Wednesday 3<sup>rd</sup> June until Tuesday 14<sup>th</sup> July 2026.

- (e) To confirm that the Parish Clerk is also the Responsible Finance Officer.**

The Council **CONFIRMED** that the Parish Clerks is also the Responsible Finance Officer.

**Next Annual Council Meeting 13<sup>th</sup> May 2027**

Meeting closed 7.53pm