

**GRAFHAM PARISH COUNCIL**  
**Parish Clerk: Lisa Hazel, 2 Brampton Road**  
**Chair: Mr I Gardener, 5 Haycraft Close, Grafham**

**To the members of the Council:**

You are hereby summoned to attend the Annual Meeting of the **Parish Council on Tuesday 12th May 2026** for the purpose of enacting the following business. The meeting will be held in the Village Hall which will commence at **8:00pm**.

**Members of the public and press can address the Council at its Public Forum by invitation.**

Lisa Hazel Clerk / Proper Officer to the Council, 1st May 2026

**AGENDA**

**Public Forum**

- 21/958            **To Elect the Chairman of the Parish Council for the year 2026 / 2027**
- 21/959            **To Elect the Vice-Chairman of the Parish Council for the year 2026 / 2027**
- 21/960            **Apologies for absence**
- 21/961            **Declarations of interest in any agenda item**
- 21/962            **To approve the minutes of the meeting held on 7th of April 2026**
- 21/963            **Matters arising from previous minutes not on the agenda**
- Note Litter Pick 16th May 2026
  - Playing Field Boundary - Note Letters sent.
- 21/964            **Notice of Parish Council Vacancy**
- 21/965            **Review Councillors Areas of Responsibility**
- 21/966            **Review the appointment of members to the Village Hall Committee**
- 21/967            **Annual Review of Policies and Procedures as per Standing Order**
- RESOLVE to re-adopt the Risk Register, Flying The Flag Policy and Freedom of Information policies.
- 21/968            **Review of the Council's subscriptions to other bodies**
- 21/969            **Review of inventory of land and other assets including buildings and office equipment**
- 21/970            **Confirmation of arrangements for insurance cover in respect of all insurable risks**
- 21/971            **Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972**
- 21/972            **Brampton Road Quietway**
- Note Recent Communication Received.

21/973

**Anglian Water Water Outages**

- Note Agreement to attend June meeting

21/974

**Banking**

**1. To approve / note the following payments**

Grafham Gossip	£55.00
D Russell Reimbursement NMA Planning Fee	£234.00
Beam Grass Cutting	£380.00
Reimbursement Ian Gardener Land Registry Fee	£14.00
Clerks Wages	£380.00
HMRC Tax	£17.40
Bank Charges	£7.00
Cambridgeshire Garden & Property - Paint Play Equipment	£468.00

**2. Report on current financial position.**

- To receive financial situation of Council and to approve Bank Reconciliation
- Consider Grant Donation Request from Grafham Beer Festival Committee
- Consider quote from Cambridgeshire Garden & Property Maintenance of £329.72 + VAT for mulch
- RESOLVE to adopt Payroll Service from Sage to meet HMRC Requirements
- Consider new VH sign artwork.
- RESOLVE to make monthly donation to resident for watering playground hedge.

21/975

**Update Statues of the AGAR ( Audit and General Accounting Regulations) for financial year 2025 / 2026**

- Approve the Annual Governance Statement - Section One
- Approve the Annual Governance Statement - Section Two
- To approve Assets Register
- To receive the Annual Internal Auditor Report
- To approve account balances and bank reconciliation
- To approve bank and signatories

21/976

**Any other business for information only**

21/977

**Note 2026 / 2027 dates for meetings:**

- 2026 - 2nd June, 7th July, 1st September, 6th October, 3rd November, 1st December
- 2027 - 5th January, 2nd February, 2nd March, 6th April