



AGENDA

Annual Meeting of Teffont Parish Council

Teffont Village Hall

Hindon Road

Teffont Magna

SP3 5QU

Meeting Date: Tuesday 26th May 2025

Time: 18:30 – 20.00

All Councillors are hereby summoned to attend the Parish Council Meeting to be held on 26th May 2026
Meeting Called by the Clerk of Teffont Parish Council on 14th May 2026

Rowena Taylor

Attendees: Councillor Wood (Chair), Councillor Blackford (vice chair) Councillor Bell, Councillor Chapman, Councillor Cockram, Councillor Shawe-Taylor, Councillor Thompson.

Please read:

- [Parish Council Meeting Draft Minutes 31st March 2026](#)
- [Teffont Parish Council Financial Regulations 2026](#)
- [Teffont Standing-Orders-2026](#)
- [Model Councillor Code of Conduct 2020](#)
- [Teffont Parish Council IT Policy](#)
- [Teffont Parish Council Complaint Procedure](#)
- [Policy-for-the-Retention-of-Documents 2026](#)
- [Teffont Parish Council Data Protection Policy](#)

N:B The Chairman will confirm if any part of the meeting **may not** be filmed, photographed, or audio recorded.

If any member of the public has an objection to being filmed, photographed or audio recorded, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

Exclusion of the Public and Press - that under the Public Bodies (Admission to meetings) Act 1960 (as extended by s.100 of the LGA 1972), the public and accredited representatives of newspapers may be excluded from the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the LGA 1972.

Questions or Statements: A short period of time will be set aside prior to the start of the meeting for questions or statements from members of the public on any matter concerning the Village; each person speaking for no longer than 3 minutes.



Report from Wiltshire Councillor: Bridget Wayman

MEETING AGENDA

Matters to be Considered and or Resolved

	Item No.
Council to Elect a Chairperson. New chairperson to sign declaration of office.	26.05.01
Council to Elect a Vice Chairperson New vice chairperson to sign declaration of office.	26.05.02
Declaration of 'No General Power of Competence' Council to declare it does not meet the parameters for the General Power of Competence.	26.05.03
Apologies for Absence Chair to acknowledge those present and receive apologies for absence.	26.05.04
Declarations of interests Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Teffont Parish Council's Code of Conduct. Dispensations: if required	26.05.05
Resolution of Minutes To receive and sign the minutes of the Full Council meeting held on Tuesday 31 st March 2026 (Previously circulated) LGA 1972 Sch 12 para 41(1)	26.05.06
Review and Adoption of Regulatory Documents and Council Policies	26.05.07
Review Committees and Working Groups To confirm/appoint members to committees and working groups To review terms of reference	26.05.08
Review of Asset Register and Insurance Cllr Blackford	26.05.09
Chair's Report	26.05.10
Clerk's report	26.05.11
FINANCE	
Adoption of Annual Accounts <ul style="list-style-type: none"> • Approve and sign the Annual Governance and Accountability Return (AGAR)- Chairman and Responsible Finance Officer (RFO) • Certificate of Exemption to be signed by the chairman and RFO • Appoint an Internal Auditor • Annual Governance Statement to be approved and signed by the chairman and the clerk • Completed and signed (by RFO) Accounting Statements to be presented for approval and signed by the chairman 	26.05.12
[Regulation 15 (2) of the Accounts and Audit Regulations 2015]	
Bank Statements and Reconciliations to 30th April 2026	26.05.13
Confirmation of Bank Signatories and Financial Controls	26.05.14



Summary of Actions Following the Annual Community Gathering Council to consider matters raised at the annual gathering and actions to be taken,	26.05.16
Planning For Information Only	26.05.17
Village Resilience Cllr Thompson/Cllr Chapman	26.05.18
Parish Steward Cllr Blackford	26.05.19
Any Other Business To consider items for the next agenda	26.05.20
NEXT PARISH COUNCIL MEETING: Tuesday 14 th July 2026 at 18:30. To be held at Teffont Village Hall unless otherwise stated	

Close of Meeting approximately 20.00