

UPTON SCUDAMORE PARISH COUNCIL

Clerk: Rebecca Hathaway-White

Pembroke Farm, The High Street, Tilshead, Wiltshire, SP3 4RX

Tel: 07802 679457

Email: uptonscudamorepc@gmail.com

**Meeting of Upton Scudamore Parish Council
to be held at St Mary's Church on Tuesday 5th May 2026 at 7.30pm**

All Parish Council Meetings are open to the Public and Press.

28th April 2026

To All Members of Upton Scudamore Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Upton Scudamore Parish Council to be held at St Mary's Church, Upton Scudamore Tuesday 5th May 2026 at 7.30pm to transact the business set out below.



Rebecca Hathaway-White
Parish Clerk

MEETING SCHEDULE

7.00pm

Public Participation

To enable members of the public to address the Council regarding matters relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman and Vice Chairman to sign their Declaration of Acceptance of Office**
- 4. Acceptance of apologies for absence.**
- 5. To approve** as a correct record, the minutes of the Council meeting held on 3rd February 2026, copies of these minutes have been circulated.
- 6. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.

7. Exclusion of the press and public. Standing Order #3d No

8. Consultations on planning applications.

(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

None

9. Accounts for Payment LGA 1972 s150 (5)

Council is asked to ratify the payments made, approve the current payments listed and to authorise the Clerk to make the payments via Online Banking.

Payments for ratification

Employment costs (January)	£233.44
Employment costs (February)	£233.44
Employment costs (March)	£233.44
Employment costs (April)	£233.44
Clerks Expenses 2025-26	£134.74
WALC Subscription	£138.12
Wiltshire Council (HGV Sign)	£162.00
Parish Council Websites	£223.20

10. Approval and signing-off of parish accounts for the year ending 31st March 2026

Council is requested to approve the accounts for the year ending 31st March as previously circulated.

11. Approval and signing-off of parish accounts for the month ending 30th April 2026

Council is requested to approve the accounts for the month ending 30th April 2026 as previously circulated.

12. Banking Signatories. Councillors to confirm banking signatories will remain as Jane Faulkner, Malcolm Pryor and Lesley Welch.

13. Internet Banking. Councillors are asked to authorise the continuation of internet banking as per financial regulations. Councillors are asked to agree to continue to pay the £5 monthly banking charges.

14. List of Regular Payments 2026/2027. Councillors are asked to consider approval of the list of regular payments. These may be made prior to meetings and included on the next meeting agenda for ratification as per the financial regulations.

15. Standing Orders and Financial Regulations. Councillors are asked to approve and adopt the standing orders and financial regulations. Based on NALC model regulations, previously circulated. The documents will be taken as read.

16. Upton Scudamore Parish Council Code of Conduct. Councillors are asked to approve and adopt the code of conduct, previously circulated. The document will be taken as read.

17. Appointment of Internal and External Auditors 2026/27.

Council to approve that the Internal Auditor will be PATAS, 2 School Villas, Crosslands, Tonedale, Wellington, Somerset, TA21 0AF

Council to approve that the External Auditor will be PFK Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Council to note PFK Littlejohn have been allocated as external auditors to all Wiltshire Local Councils under the audit regulations.

18. Asset Register. Council to consider and approve the inventory of assets, previously circulated.

19. Annual Inspection of Assets. Council to note and discuss any actions required from the recent inspections.

20. Council to note the minimum value of assets to be recorded on the Asset Register is £50.00. Councillors to note that when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council. Any monies received from the disposal to be noted on the asset register.

21. Risk Management Register. Councillors are asked to approve and adopt the Risk Management Register, previously circulated.

22. IT Policy. Councillors are asked to approve and adopt the IT Policy, previously circulated.

23. Notify.GOV.UK. Councillors are asked to consider the use of Notify.Gov.UK as a way of circulating parish council documents to residents who wish to use the service.

24. Council Insurance and its renewal.

The Council is currently insured with Zurich, which expires 31 May 2026. The long-term agreement expires on the 31 May 2027. The Clerk has not yet received the renewal quote.

Council to consider formally whether all assets should be included on the Council's insurance schedule or some be regarded as "self-insured" (i.e., the Council would underwrite any loss rather than claim on the insurer)?

Council to consider the Insurance policy renewal and confirm if the cover is adequate for the Council and its assets.

25. Update on Items from previous meetings, to include: -

- i) Finger post directional sign and village name signs, as well chevron on corner by Millard's
- ii) Parish Steward
- iii) LHFIG
- iv) Resilience Initiative
- v) Website

26. Update from meetings attended

27. Partnership Meetings to consider attending: -

- i) Warminster Area Board – 2nd July 2026, 19th November 2026
- ii) Warminster LHFIG – 18th June 2026, 11th November 2026, 4th March 2027

28. Date of next meeting.

The next meeting will be held on the 4th August 2026 at St Marys Church, Upton Scudamore.
The minutes of this meeting will be available to all members of the public from the village website
www.uptonscudamoreparishcouncil.gov.uk or by contacting the Parish Clerk
clerk@uptonscudamoreparishcouncil.gov.uk