



GREATWORTH AND HALSE PARISH COUNCIL



All Councillors are summoned to the **Annual Meeting** of Greatworth and Halse Parish Council to be held at the Methodist Hall, Chapel Road, Greatworth on **Monday 18th May 2026 at 7:30pm.**

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

AGENDA

1. Election of Chairman for 2025/26
2. Signing of Chairman's Declaration of Acceptance of Office
3. Apologies for absence
4. Declarations of Interest
5. Election of Vice Chairman for 2025/26
6. To receive Councillors' Declarations of Acceptance of Office or if not received, to decide by when they should be received
7. To formally acknowledge the resignation of the Clerk
8. To acknowledge the resignation of Cllr Lindop
9. To appoint members of working groups:
 - a. Finance group
 - b. Playground group
 - c. Planning group
 - d. Community engagement group
10. To appoint Parish representatives:
 - a. Internal Controls Officer
 - b. Parish Highways representative
 - c. Police Liaison Officer
 - d. School Liaison Councillor
 - e. Health & Safety Officer
 - f. Defibrillator Officers
 - g. Community Transport Officers
 - h. Parish Council representative for HS2
 - i. Parish Paths Warden
 - j. Parish Tree Warden
 - k. Parish Dog Warden
 - l. Any other representatives that may be considered necessary
11. Open Time (15min max- 3min per person)
12. Approval and signature of the minutes of the ordinary meeting of 2nd March 2026
13. Finance:
 - a) To receive the Finance Report, consider invoices to be paid and pre-approve contractual payments such as for grass cutting.
 - b) To review current standing orders and direct debits and approve their ongoing use.
 - c) Annual Return 2025-26: to receive a report from the Internal Auditor
 - d) Annual Return 2025-26: to consider and sign the Annual Governance Statement
 - e) Annual Return 2025-26: to approve and sign the Statement of Accounts
 - f) To note the commencement date for the Period of the Exercise of Public Rights

14. To review, approve and adopt the new IT Policy. The following policies will be approved for revocation in line with the adoption of the IT Policy which combines the information contained within these:
 - a) Internet and Email Usage Policy
 - b) Data and Device Management Policy
15. To review and approve the following documents:
 - a) Standing Orders
 - b) Code of Conduct
 - c) Expenses Policy
 - d) Data Protection Policy
 - e) Subject Access Request Procedure
 - f) Data Breach Policy
 - g) Records Retention Policy
 - h) General Privacy Notice (Staff)
 - i) General Privacy Notice (Public)
 - j) GDPR Data Map
 - k) Members register of interests
 - l) Website Accessibility Statement
16. To discuss the Small Grant Scheme – advertisement and application window
17. To discuss the village Defibrillator
18. To approve the 2025/26 dates for the Banbury Bus
19. To review current planning applications and approve any formal responses
20. Councillor Questions
21. Date and location of the next meeting
22. Close

Signed _____ Dated _____

Rebecca Foote, Clerk to Greatworth and Halse Parish Council
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