

# ROWDE PARISH COUNCIL

[www.rowdeparishcouncil.gov.uk](http://www.rowdeparishcouncil.gov.uk)    [clerk@rowdeparishcouncil.gov.uk](mailto:clerk@rowdeparishcouncil.gov.uk)

Chair: Lisa Wills    (Locum) Parish Clerk: Tekla Hicks

Membership: Councillors L. Wills (Chair), J. Wills (Vice-Chair), C. Greenwood, M. Somerville, J. Dalley, T. Lines, E. Watt, S. Rigby, R. Carine, S. Skelhorn, S. Taylor.

You are duly summoned to attend the annual meeting of Rowde Parish Council (RPC) on **Wednesday 13<sup>th</sup> May 2026 at 7.30pm** to transact the following business at the location of the Rowde Village Hall, Cock Road, Rowde, Wiltshire. SN10 2PS.

*Tekla Hicks*, PSLCC

(Locum) Parish Clerk

## AGENDA

- 26-27/1    **Election of Chair or the Year 2026-27**  
Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring chair will make way for the newly elected chair and take up the chair's seat. The newly elected chair will sign the declaration of acceptance of office and deliver it to the clerk.
- 26-27/2    **Election of Vice-Chair for the Year 2026-27**  
Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. The newly elected vice-chair will sign the declaration of acceptance of office and deliver it to the clerk.
- 26-27/3    **Public Participation**  
26-27/3.1    **To enable** members of the public to address the council regarding any item on the agenda\*.  
26-27/3.2    **To receive** any petitions or deputations.
- 26-27/4    **Apologies**- **To receive** and consider apologies for those unable to attend.
- 26-27/5    **Declarations of Interest**- **To receive** any declarations of interest for items on the agenda under the parish council's Code of Conduct issued in accordance with the Localism Act 2011.
- 26-27/6    **Reports**  
26-27/6.1    **To note** RPC External Meetings Schedule.  
26-27/6.2    **To receive and discuss** any updates to RPC Action Plan 2025-26.  
26-27/6.3    **To discuss and resolve** updates to the RPC Reset and Restart Report.  
26-27/6.4    **To receive and discuss** Neighbourhood Plan report.

## PREVIOUS MEETINGS AND OUTSTANDING MATTERS

- 26-27/7    **Minutes of the previous meetings**  
**To approve** as a correct record the minutes of the general parish council meeting held on 08.04.2026.
- 26-27/8    **Planning Matters**  
26-27/8.1    **To note** the RPC Planning Schedule.  
26-27/8.2    **To consider** any planning matters received after the agenda has been published.

## FINANCE AND GOVERNANCE

- 26-27/9    **Payments**  
26-27/9.1    **Payments for approval:**  
(i)    Clerk's Expenses  
(ii)    Parish Online Inc 00HY189-0007 - £108.00  
(iii)    Scribe Inv 17535 - £58.80

- (iv) Grist Inv P304471 - £155.12
- (v) WALC – INV-1120 - £588.28
- (vi) Countrywide Inv 685213 - £288.00
- (vii) Countrywide Inv 684295 – £619.30
- (viii) Rowde Village News £125

26-27/9.2 **To approve** invoices/requests for payment prior to the meeting.

26-27/9.3 **Monthly Management Accounts**

**Members to receive** the monthly financial report and bank reconciliation. See attached papers. The chair to sign the bank reconciliation.

26-27/9.4 **Annual Regular Payment list** – To approve annual list of pre-approved payments.

26-27/10 **Annual Accounts 2025-26**

**Members to approve** the annual accounts for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026.

26-27/11 **Asset Register 2026-27**

26-27/11.1 **Members to approve** the Asset Register 2026-27.

26-27/11.2 **Members to consider** asset management subscription to Civic.ly. Demonstration: <https://youtu.be/4qVylqNRdd0>. Quote in supporting documents.

26-27/12 **Annual Internal Audit 2025-26**

**Members to receive and note** the Annual Internal Audit Report.

26-27/13 **Annual Governance and Accountability Return 2025-26**

(i) **Annual Governance Statement**

**Members to approve** the Annual Governance Statement as outlined in section 1 of the Annual Return and minute accordingly. Full statement attached.

(ii) **Accounting Statements 2025-26**

**Members to approve** the accounting statements as outlined in section 2 of the Annual Return and minute accordingly. The chair and clerk are required to sign the Annual Governance Statement and the Accounting Statement which will be dealt with at the same time.

(iii) **Exercise of Public Rights**

**Members to note** that the Responsible Financial Officer has set the dates for the commencement of the period for the exercise of public rights to be Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026.

26-27/14 **Appoint Councillor Portfolios (suggested portfolios)**

- (i) Finance & HR (usually the Chair)
- (ii) Governance and Policies
- (iii) Recreation & Playgrounds
- (iv) Allotments
- (v) Highways & Rights of Way
- (vi) Grounds Maintenance & Parish Steward
- (vii) Planning
- (viii) Speeding and SID
- (ix) Tree Wardens
- (x) Flood Wardens
- (xi) Waste Management

26-27/15 **Governance**

**To approve and adopt or review polices (already circulated) for 2026-27:-**

- (i) Appraisal Policy
- (ii) Biodiversity Policy
- (iii) Co-Option Policy

- (iv) Code of Conduct
- (v) Complaints Policy
- (vi) Data Protection Policy
- (vii) Dignity at Work Policy
- (viii) Disciplinary Policy
- (ix) Document Management Policy
- (x) Equality and Diversity Policy
- (xi) Financial Regulations
- (xii) Freedom of Information Policy
- (xiii) GDPR Consent Form
- (xiv) Grant Awarding Policy & Application Form
- (xv) Grievance Policy
- (xvi) Health and Safety Policy
- (xvii) IT Policy
- (xviii) Lone Working Policy
- (xix) Playground Risk Management Policy and Risk Assessment
- (xx) Privacy Notice
- (xxi) Playing Field Hire Policy
- (xxii) Publication Scheme
- (xxiii) Recording of Council Meetings Policy
- (xxiv) Risk Assessment
- (xxv) Standing Orders
- (xxvi) Terms of Reference and Delegated Powers
- (xxvii) Volunteer Policy
- (xxviii) Wildlife Camera Policy

#### RECREATION AND WELLBEING

- 26-27/16 Allotments
- 26-27/16.1 To consider and adopt the Allotment Working Group terms of reference.
- 26-27/16.2 To receive any update on tree survey.
- 26-27/16.3 To resolve who will attend to the Memorial Garden plot.
- 26-27/16.4 To consider fencing gaps and agree how to mitigate safety issues.
- 26-27/17 Playgrounds
- To agree the playground inspection frequency.

#### HIGHWAYS

- 26-27/18 SID
- 26-27/18.1 To consider purchasing a spare mounting pole for the SID – approximate cost £90.
- 26-27/18.2 To consider outcome of request to LHFIFG for a pedestrian crossing – cost of assessment would be 25% of cost- £3000.
- 26-27/18.3 To consider
- (a) LHFIFG request form from resident.
  - (b) LHFIFG request form from resident.

#### STAFFING

- 26-27/19 Exclusion of Public and Press
- That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

- 26-27/20 Recruitment of Parish Clerk/Responsible Financial Officer
- (i) To note the minutes of the Rowde Parish Council Staffing Committee meeting on 22.04.2026, with recommendations to the recruitment of the parish clerk/RFO.

(ii) To consider and resolve the recruitment of the parish clerk/RFO.

26-27/21 **Confirmation of date of next meeting** – 10<sup>th</sup> June 2026 at 7pm.

For supporting documents, please visit [www.rowdeparishcouncil.gov.uk](http://www.rowdeparishcouncil.gov.uk)

*\* Rowde Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes). Outside the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if council so wishes, items may be added to a future agenda for consideration.*

01.05.2026