



Horham and Athelington Parish Council

NOTICE OF PARISH COUNCIL MEETING

Members are duly summoned to attend

**Thursday 19 February 2026, 11.30 am
Community Centre, IP21 5DY**

Karen Elliott, Clerk & Proper Officer

AGENDA

1 APOLOGIES

- a) **RECEIVE** apologies for absence.
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest regarding the agenda.
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 PUBLIC PARTICIPATION (*shall not exceed 15 minutes*)

- a) **RECEIVE** reports from District and County Councillors.
- b) **RECEIVE** public comments relating to the agenda or matters for future consideration.

4 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the Chairman*

- a) minutes of the meeting of the council held on 06 January 2026

5 GOVERNANCE

- a) **RECEIVE** and **CONSIDER** Internal Audit Actions report.
- b) **RESOLVE** appointment of Internal Auditor.
- c) **RESOLVE** engagement of Payroll Services.
- d) **RESOLVE** engagement of Parish Online (gov.uk domain, website and email services)
- a) **RECEIVE** and **APPROVE** UTB mandate to appoint the new clerk/RFO as the main administrator for all council banking.

6 PARISH MATTERS

- a) Grass-cutting - contract, schedule
- b) Play area development - grant funding, site visit
- c) Gov,uk domain emails & website update
- d) Training

7 CLERK'S REPORT - correspondence received

8 FINANCE

- a) **RECEIVE** finance report (previously circulated) - 2025/26 budget review, VAT refund £677.85, NS&I account
- b) **RESOLVE** transfer to Unity Trust Bank - *mandate to be signed by authorised bank signatories*
- c) **RECEIVE** and **CONFIRM** bank reconciliation April 2025-January 2026 - *for signature 2 members & chairman*
- d) **RECEIVE** and **APPROVE** accounts for payment - *for signature 2 members & chairman*

9 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda

10 NEXT MEETING - Tuesday 24 March 2026 commencing 19.30

11 PERSONNEL MATTERS - RESOLVE pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted

- a) **RESOLVE** appointment of locum clerk and contract - *for signature by the Chairman*
- b) **CONSIDER** participation in Suffolk Pension scheme - *signed minutes to be submitted*

Close of meeting