Hagworthingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 29 June 2026 commencing at 7.30 p.m.

Present: With Cllr Mark Clayton in the Chair, there were present, Cllrs – Andrew Bruce, Dave Fincham, Allen Howe and Paul Masters

Absent: Cllrs Leia and Sam Richards

The Chairman declared the meeting opened at 7.30 p.m.

21. Chairman's Announcements

There were none.

22. Apologies for absence and reasons given

There were none.

Note: Apologies submitted by Cllrs L and S Richards were received too late to be reported to the meeting.

23. Vice-Chairman to sign his Declaration of Acceptance of Office

Cllr Masters duly signed his Declaration of Acceptance of Office as Vice-Chairman.

24. Declarations of Disclosable Pecuniary Interest in accordance with the Localism Act 2011 not previously notified and/or consideration of any written request for Dispensation

There were none.

25. Notes of the annual meeting of the Council held on Monday 18 May 2026 to be approved as Minutes and signed by the Chairman at a later date

It was proposed by Cllr Fincham, seconded by Cllr Howe and:-

RESOLVED – That the notes of the annual meeting of the Council held on Monday 18 May 2026 be approved as a correct record and signed by the Chairman at a later date.

26. To receive the resignation of the Clerk and RFO with effect from 31 August 2026 and to consider how best to recruit a replacement

Members noted the resignation of the Clerk and it was:-

RESOLVED – That the vacancy be advertised in suitable media.

27. To consider and approve the Asset Register for inclusion within the Annual Governance and Accountability Return Members noted no changes needed to the Asset Register

It was proposed by Cllr Bruce, seconded by Cllr Clayton and:-

RESOLVED – That the existing Asset Register be approved.

28. To review the Risk Assessment and decide upon necessary amendments/updates

Members noted no changes needed to the Risk Assessment currently in place.

29. To adopt ICT Policy

It was proposed by Cllr Clayton, seconded by Cllr Bruce and:-

RESOLVED - That the draft ICT Policy as required by the new Annual Governance Statement no.10 be approved.

30. Request for funding for VE Day event

Members considered a request for funding by FOH towards expenses of the proposed VE Day event to be held in August.

It was proposed by Cllr Howe, seconded by Cllr Fincham and:-

RESOLVED – That a donation be made to FOH to provide hire of toilets and a game to the value of £225.00

31. Financial Matters

(a) Monies at bank

Current account - £12052.52

Bus account - £6223.69

(b) To approve payment of outstanding invoices

It was proposed by Cllr Bruce, seconded by Cllr Howe and:-

RESOLVED – (a) that monies at bank be noted, and

RESOLVED – (b) that payment of outstanding invoices be approved.

It was proposed by Cllr Masters, seconded by Cllr Fincham and:-

RESOLVED - that the Accounts for the year ended 31 March 2026, as presented, be approved;

and

(d) that the report of the Internal Auditor be noted, with thanks.

It was proposed by Cllr Howe, seconded by Cllr Bruce and:-

RESOLVED – (e) That the Annual Governance Statement in the Annual Return for the year ended 31 March 2026 be noted with answers of 'yes' to all relevant questions.

It was proposed by Cllr Clayton, seconded by Cllr Fincham and:-

RESOLVED – (f) That the Accounting Statement in the Annual Return for the year ended 31 March 2026 be noted and approved

It was further proposed by Cllr Fincham, seconded by Cllr Masters and:-

RESOLVED – (g) That the Chairman and the RFO sign the Certificate of Exemption to certify the Parish Council as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

32. Village Furniture

The condition of the village sign and the village gates were poor, with quotes to be sought for replacement post at West End and repairs to the gates as necessary. The condition of some benches was noted as poor with Cllr Fincham undertaking to explore memorial seating.

33. To receive reports from Councillors relating to outstanding projects

Support was sought for the community buy-out of the public house; the Chairman undertook to write with support on behalf of the Parish Council.

34. To receive reports from the Clerk in relation to Council matters

There was none.

35. To receive general correspondence

There was none.

36. To confirm the date of the next meeting of the Council

It was proposed, seconded and:-

RESOLVED – That the date of the next meeting of the Parish Council be agreed as Monday 7 September 2026 at JJ's Café at 7.30 p.m.

The meeting closed at 8.40 p.m.