



Dear Councillor:

You are hereby summoned to attend the Annual Parish Council Meeting of Moreton Say Parish Council to be held on Thursday 28th May 2026, at Moreton Say Village Hall commencing at 7:30pm to conduct the business enclosed on the agenda below.

The Press and Public are welcome to attend.

Signed:

Date: 18th May 2026

- 1. To elect the Chairman of the Council and receive their signed Declaration of Office**
- 2. To elect the Vice Chair of the Council and receive their signed Declaration of Office**
- 3. Public Session**
Members of the Public are welcome to attend and are invited to address the Council.
- 4. Apologies**
- 5. Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations**
Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered into the register of members interests maintained by the Monitoring Officer. Members are reminded that they must declare non-pecuniary interests relating to agenda items.
- 6. To approve and sign the Minutes of the Ordinary Parish Council Meeting held on Thursday 26th March 2026 and the Annual Parish Council Meeting held on Thursday 8th May 2025**
- 7. To Agree Councillor appointments**
 - I. Asset Owners
 - a. Infrastructure
 - b. Medical Equipment
 - c. Office Equipment

- d. Play Equipment
- e. Street Furniture
- II. Banking Signatories
- III. Outside Bodies / Trustee Appointments
 - a. North Shropshire Area Committee
 - b. Market Drayton Community & Family Hub
 - c. Moreton Say Millenium Green Trust
 - d. Moreton Say Village Hall
- IV. Committees
 - a. HR Committee

8. To Confirm Arrangements for FY26/27

- I. Defibrillator Annual Inspection
- II. Electricity Supplier
- III. Grounds Maintenance
- IV. Insurance
- V. M365 Cloud Storage
- VI. Regular Direct Debit Payments
- VII. Section 137 Payments
- VIII. Streetlight Maintenance & Electrical Testing
- IX. Subscriptions & Affiliations

9. Re-Issue of Documents (circulated prior to meeting)

- I. Civility & Respect Pledge
- II. Councillor Code of Conduct
- III. Disclosure of Pecuniary Interests
- IV. Statement of Assurance

10. Policies (circulated prior to meeting)

To review the policy schedule for FY26/27 and re-approve the following policies which have been reviewed and updated (where necessary):

- I. Business & Finance Risk Assessment
- II. Business & Finance Risk Register
- III. Environmental Policy
- IV. Financial Regulations
- V. IT Policy
- VI. Scheme of Delegation
- VII. Standing Orders
- VIII. Use of Herbicides

11. AGAR Document Sign-Off

- I. To consider the internal audit report (circulated prior to meeting)
- II. To review and approve the effectiveness of internal control (Financial Regulation Review) and sign the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return 2025/26)
- III. To review, consider and approve Accounting Statements (Section 2 of Annual Governance and Accountability Return 2025/26)

12. Reports

- I. Councillors
- II. Unitary Councillor
- III. Clerk

13. Parish Matters

- I. Grass Triangle at Pinfold Cottages

14. Tennis Courts Survey Results

To receive and discuss the residential survey results and to consider options for the Parish Council's ongoing management of the tennis courts.

15. Finance

- I. To note and accept the Year-End Financial Review for 2025/26 and the identified financial position.
- II. To confirm CIL as a restricted reserve.
- III. To correct the CIL shortfall of £155.10.
- IV. To correct the Working from Home Allowance of £104.00 for the Locum Clerk for FY25/26 paid April 2026.
- V. To consider and approve the transfer of excess precept funds for FY26/27 received into the General Reserve.
- VI. To approve the opening of a dedicated savings bank account for the CIL reserve
- VII. To confirm that grant expenditure must remain within the approved budget unless a funding source is formally identified and approved.
- VIII. To confirm that all expenditure must be considered against available budget and reserves, and any overspend must include a defined funding source.
- IX. To confirm that future precept calculations will be based on the approved budget, taking into account anticipated income and required reserve levels, including planned contributions to general reserves.
- X. To confirm that any difference between the precept received and the approved budgeted expenditure will be allocated to general reserves unless otherwise formally resolved, and that this allocation will be clearly identified within financial reports.
- XI. Balances and Reconciliations – to note.
- XII. Payments Received Outside of Meeting – to note.
- XIII. Payments Authorised Outside of Meeting – to note.
- XIV. Outstanding Payments – to approve.

16. Planning

- I. To receive planning applications from Shropshire Council
- II. To note planning decisions made by Shropshire Council

17. Highways

To raise items of concern to be brought to the attention of Shropshire Council:

- I. The Drumble
- II. Smythmoor

18. Next Meeting

- I. To agree dates for future meetings:

Thursday 23 rd July 2026	Thursday 24 th September 2026	Thursday 26 th November 2026	Thursday 28 th January 2027	Thursday 25 th March 2027
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- II. To enable Councillors to bring forward items for the meeting of the Council to be held on **Thursday 23rd July 2026 at 7:30pm** at the **Village Hall, Moreton Say, TF9 3RSB**