



Puttenham Parish Council

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11 May 2026

Annual Meeting of the Parish Council

You are hereby summoned to attend the Annual Meeting of the Parish Council of Puttenham, to be held at Marwick Hall, School Lane, Puttenham GU3 1AS on **Monday 18th May at 7.30pm following the Annual Parish Assembly**

Yours faithfully

Beverley Weddell
Clerk to the Council

AGENDA

1. To receive apologies for absence
2. Election of the Chair of the Parish Council for the ensuing year
3. Election of the Vice Chair of the Parish Council for the ensuing year
4. Representations from members of the public
5. To receive members' declarations of interest pertaining to agenda items
6. To receive reports from County and Borough Councillors
7. To receive for confirmation Minutes of meeting held on 16th March
8. Chair's report
9. To agree Areas of Members' Responsibility for the ensuing year
10. Recreation Ground and Play Areas – to consider matters arising from the report
11. Health & Safety – Members to report, including update re claim against the parish council
12. Highways and public rights of way – update, items not covered under County Councillor's report
13. Puttenham Down – Cllr Mitchell to update
14. School Pond – Cllr Mitchell to update
15. Community Transport Hub – update re wi-fi and CCTV
16. Cemetery – Cllr Mitchell to report any update
17. Adoption of the accounts and balance sheet for the year ended 31.3.2026
 - a) Approval of the Annual Governance Statement
 - b) Approval of the Accounting Statements for 2025/26
 - c) To consider Internal Auditor's report and any recommended actions
18. Finance
 - a) Updated accounts and bank reconciliation
 - b) Payments for approval

19. Planning
 - a) To consider any new planning applications
 - b) To note and approve any observations submitted on planning applications received since the last meeting
 - c) Any other matters relating to planning
20. To receive items of business for information or inclusion on a future agenda
21. Next meeting