

NAPTON ON THE HILL PARISH COUNCIL

6 Russell Close
Long Itchington
Southam
Warwickshire
CV47 9QG

Telephone: 07526 144576
E-mail: clerk@naptonpc.org.uk
Web: www.naptonparishcouncil.org.uk



Date: 5th May 2026

To: All Parish Councillors

From: Mrs Courtney Adam, Clerk to Napton-on-the-Hill Parish Council

Dear Councillor,

You are hereby summoned to the Annual Meeting of Napton-on-the-Hill Parish Council in the Napton Village Hall (The Audrey Budd Hall) on **Monday 11th May 2026** at 7:00 p.m. when the under mentioned business will be transacted.

AGENDA

	Action
1 – Election of the Chair	
2 – Declaration of Acceptance of Office	
3 – Election of Vice Chair	
4 – Declaration of Acceptance of Office	
5 – Apologies for Absence <ul style="list-style-type: none">To receive apologies.	
6 – Declaration of Interest <ul style="list-style-type: none">All members are required to review and update their Declaration of Interest form. If an update is required, councillors should amend the form and provide it to the Clerk for submission to SDC and for updating on the NPC website.	
7 – Outside Bodies <ul style="list-style-type: none">To appoint liaison representatives to the following outside bodies:<ul style="list-style-type: none">Napton Sports AssociationVillage Hall CommitteeNapton Environmental Action TeamSafety in Napton Awareness GroupAllotment AssociationFootpaths GroupAny other Outside Body not mentioned above	
8 – Finance Responsibilities <ul style="list-style-type: none">To confirm account signatories for:<ul style="list-style-type: none">Unity Trust BankSkipton Building SocietyNationwide	

<ul style="list-style-type: none"> • To appoint a bank reconciliation and statement signatory for the 26/27 financial year. 	
<p>9 – Policies & Procedures</p> <ul style="list-style-type: none"> • To review and approve the Standing Orders. • To review and approve the Finance Regulations. • To review and approve the Risk Assessment. • To review and approve the Scheme of Delegation. 	
<p>10 – Close</p> <ul style="list-style-type: none"> • Confirm that all business has been concluded and formally close the meeting. 	

Signed: *Courtney Adam*