



**AGENDA FOR A MEETING OF HELMINGHAM PARISH COUNCIL  
TO BE HELD AT ST MARY'S CHURCH  
FRIDAY 15<sup>th</sup> MAY 2026 not to start before 6.45pm  
(As the Annual Parish Meeting will be preceding this meeting)**

*The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.  
**Members of the public are welcome at this meeting – see item 3 on agenda***

1. **Appointment of Chair**
2. **Apologies for Absence**
3. **Declaration of Interests.** *To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.*
4. **Public Forum** *At the discretion of the Chairman, members of the public are invited to ask questions or make comments/representations about issues on this agenda, or to request items be put forward for consideration at future meeting. This item will be restricted to no more than 5 minutes per contribution. Members of the public are welcome to stay for the duration of meeting (with the exception of confidential matters) but may not contribute within the Parish Council meeting itself unless specifically invited to by the Chairman.*
5. **Updates from County Councillor**
6. **Update from District Councillor**
7. **Minutes of previous meeting.** *To resolve that the minutes of the Parish Council Meeting held on Friday 6<sup>th</sup> March 2026 be signed as a correct record.*
8. **Matters arising and Action Points**
9. **Planning:**
  - a. *To consider any planning applications which have been submitted since the last meeting: None*
  - b. *To consider any planning applications that have been submitted since agenda published.*
  - c. *Updates and outcomes on previous planning application: None*
10. **Parish Council Activities & Projects**
  - a. *To consider co-option to fill vacancies on Council*
  - b. *To consider road safety concerns as raised by resident*
  - c. *Re-adoption of Standing Orders*
  - d. *Policies to Adopt or Re-Adopt:*

<ol style="list-style-type: none"><li>i) <i>Data Protection (to include retention &amp; privacy)</i></li><li>ii) <i>Accessibility Statement</i></li><li>iii) <i>Bring Your Own Device</i></li><li>iv) <i>Data Breach Policy</i></li><li>v) <i>Lawful Basis for Processing Data</i></li><li>vi) <i>Electronic Communication &amp; Social Media</i></li><li>vii) <i>IT &amp; Email Usage</i></li><li>viii) <i>Media Policy</i></li><li>ix) <i>Website Policy</i></li><li>x) <i>Grants &amp; Donations</i></li><li>xi) <i>Equality &amp; Diversity</i></li><li>xii) <i>Safeguarding</i></li><li>xiii) <i>Health &amp; Safety</i></li></ol>	<ol style="list-style-type: none"><li>xiv) <i>Risk Assessment</i></li><li>xv) <i>Statement on Internal Control</i></li><li>xvi) <i>Freedom of Information Policy &amp; Schedule of Fees</i></li><li>xvii) <i>Complaints</i></li><li>xviii) <i>Co-option &amp; Meeting Attendance</i></li><li>xix) <i>Public Participation</i></li><li>xx) <i>Reserves</i></li><li>xxi) <i>Travel &amp; Expenses</i></li><li>xxii) <i>Environmental</i></li><li>xxiii) <i>Grievance Policy</i></li><li>xxiv) <i>Disciplinary</i></li><li>xxv) <i>Performance Improvement</i></li><li>xxvi) <i>Sickness &amp; Absence</i></li></ol>
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## 11. Finance

- a. *To review the Financial Statement for the month, as supplied by the Clerk*
- b. *Re-adoption of Financial Regulations*
- c. *To approve CIL Statement for period 2025-2026 for submission*
- d. *To confirm Exemption from External Audit for Accounting Period 2025-2026*
- e. *To approve Annual Governance Statement for Accounting Period 2025-2026*
- f. *To approve the Accounting Statements for 2025-2026*
- g. *To accept Internal Auditors Report*
- h. *To appoint Internal Auditor for 2026-2027*
- i. *To confirm dates for the Notice for the Period for the Exercise of Public Rights in 2026*
- j. *To agree payments as detailed on Payment Schedule*

## 12. Urgent Matters to be brought to the attention of the Council

*Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to **raise items for future agendas**. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making*

Sarah Clare, Parish Clerk

11/05/2026