

**Shimpling Parish Council**  
**Minutes of Annual Meeting of the Council (AGM)**  
**Monday 11<sup>th</sup> May 2026, 7:00pm at Shimpling Village Hall**

**Present:**

**Councillors:** Liz Brunwin, Gerry Shrimpton, Mark Milhench, Jen O'Reilly-Turner

**Clerk:** Natasha Byford

**Members of Public:** None

**1. Election of Chair and Vice Chair**

The Clerk opened the meeting and welcomed those in attendance. The Clerk then asked for nominations for election of a new Chair. A nomination was received for Councillor O'Reilly-Turner to Chair the council. This was seconded by Councillor Millhench. There being no other nominations, this proposal was voted on and confirmed. Councillor O'Reilly-Turner signed the acceptance of office declaration.

Nominations were then invited for the position of Vice Chair. A nomination was received for Councillor Milhench to Vice Chair the council. This was seconded by Councillor Brunwin.

**2. Election of Councillors**

Councillors had been elected on 9<sup>th</sup> May 2023. Each councillor signed their acceptance of office witnessed by the Clerk. It was agreed by members that Cllrs Dunkley and Rooke would sign their declaration of office at the next meeting in July 2026.

**Action: Clerk to add an item to July agenda for Cllrs Dunkley and Rooke to sign their declaration.**

**3. Apologies for absence:**

Cllrs Dunkley and Rooke sent their apologies, this was noted.

**4. Declarations of Members Interest(s):**

**4.1 Review of Register of Interests:**

All Councillors present confirmed that their register of interest forms were still current and did not need updating.

#### **4.2 To review the requirements of Code of Conduct in respect of declaration of Interest:**

Each councillor confirmed they were aware of the content.

#### **Public Participation session**

There were no members of the public present. No issues were raised.

- 5. Approval of minutes of the previous meeting:** The PC agreed the minutes of the last Annual Meeting of the Council in the meeting on 12<sup>th</sup> May 2025. The Chair signed these minutes.

**Action: Clerk to publish these on the website.**

- 6. To note Standing Orders for the council revised May 2024:**

These were circulated prior to the meeting and was approved by the council and adopted.

- 7. To note Financial Regulations and Internal Control arrangements for the Council:**

The Financial Regulations for the council were reviewed and circulated prior to the meeting. The Financial Regulations and Internal Control methods were approved and adopted by the council.

- 8. To note all Risk Assessments for the PC:**

The PC has four current risk assessments: Financial Risk, Playground, Spring Clean and Email. All were reviewed and updated before the meeting and circulated to members. All were approved. It was discussed that the PC should purchase a ramp to assist with disabled access to the Village Hall. It was also thought that the PC should look into the width of the path and hand rail in the toilet. The PC should look into funding for this.

**Action: Clerk to look into funding and disabled access to/in the Village Hall**

- 9. To note all the following policies:**

- a) Code of Conduct - circulated to members for review prior to the meeting. The PC are using the new version from May 2022 from the Local Government Association, this was approved and adopted by the Council.
- b) Complaints Procedure – circulated to members for review prior to the meeting. This was approved.
- c) Delegation Policy – circulated to members for review prior to the meeting. This was approved.

- d) General Reserves Policy – circulated to members for review prior to the meeting. This was approved.
- e) Public Participation Document – circulated to members for review prior to the meeting. This was approved.
- f) Website Accessibility Statement - circulated to members for review prior to the meeting. This was approved.
- g) Press and Media Policy - circulated to members for review prior to the meeting. This was approved.
- h) Model Publication Scheme – circulated to members for review prior to the meeting. This was approved.

**10. To note and confirm the following Data Protection Policies:**

- a) Privacy Statement – circulated to members for review prior to the meeting. This was approved.
- b) Data Audit Questionnaire – circulated to members for review prior to the meeting. This was approved. It was noted that number B-F on the questionnaire needs updating to add that we may store data abroad as we use Dropbox and Zoom, as well as Scribe but that is UK based. It was also noted it may be a good idea to look into other options rather than Dropbox of a platform with UK data storage and encryption and with the possibility of Cllr collaboration.  
**Action: Clerk to update this question and to look at other options instead of Dropbox**
- c) Data Protection and Information Management Policy - circulated to members for review prior to the meeting. This was approved.
- d) Data Protection Impact Assessment – a new document for the Council, as recommended by the internal audit, was circulated to members for review prior to the meeting. This was approved and adopted.
- e) Employee Privacy Notice – a new document for the Council, as recommended by the internal audit, was circulated to members for review prior to the meeting. This was approved and adopted.
- f) Information Technology (IT) and Acceptable Use Policy - a new document for the Council, as recommended by the internal audit, was circulated to members for review prior to the meeting. This was approved and adopted.

**11. Internal Audit:**

It was proposed that, once again, Suffolk Association of Local Councils (SALC) be appointed as Internal Auditors for the accounts for 2026/27. This was approved and members agreed the SALC letter of engagement.

**12. Dates of Meeting:**

The council confirmed the dates for meeting this year and next:

- 13th July 2026
- 14th September 2026
- 9th November 2026
- 11th January 2027
- 8th March 2027
- 10th May 2027 – Annual Parish Assembly and Parish Council Annual General Meeting (AGM) followed by a PC Meeting

**13. To review asset register:**

The asset register was reviewed and updated and circulated prior to the meeting.  
This was approved by the council.

**14. To review insurance cover:**

The Village Hall and Parish Council insurance existing policy reviewed and approved. Clerk to bring new quotes to September meeting.

Chair O'Reilly-Turner opened the meeting up for any other business.

There being no further business the meeting concluded at 7:51pm.

Natasha Byford  
Proper Officer and Parish Clerk  
Shimpling Parish Council