

## FOWNHOPE PARISH COUNCIL

Parish Councillors are summoned to attend a meeting of the Parish Council on  
Wednesday 6<sup>th</sup> May 2026 at 7.00pm in Fownhope Pavilion

### A G E N D A

1. **To elect the Chairman for 2026/27 and receives the Declaration of Acceptance of Office.**
2. **To elect the Vice Chairman for 2026/27.**
3. **To receive apologies for absence.**
4. **To receive Declarations of Interest and written dispensation requests.**
5. **To consider HALC meeting cover ... £275.**
6. **Open Session**
  - 6.1 To receive a brief verbal report from Ward Councillor Graham Biggs.
  - 6.2 To receive views of residents on parish matters.
7. **To consider minutes of the previous meeting held on 1<sup>st</sup> April 2026.**
8. **To appoint representatives to outside bodies:**
  - 8.1 Fownhope New Memorial Hall.
  - 8.2 Fownhope Recreation Field Association.
  - 8.3 Common Hill Management Committee.
  - 8.4 Fownhope Community Library
  - 8.5 Fownhope Community Land Trust (with voting rights).
9. **To appoint members to serve on Working Groups, receive reports and consider action:**
  - 9.1 Finance (to include Investment Advisory Group).
  - 9.2 Planning (to include Neighbourhood Plan).
  - 9.3 Environment.
  - 9.4 Highways.
10. **To appoint Officers, receive updates and consider action:**
  - 10.1 Footpaths Officer.
  - 10.2 Tree Warden.
11. **Finance**
  - 11.1 To receive a statement of accounts as at 30.4.26.
  - 11.2 To consider using HALC's Internal Audit service for the 2025/6 accounts.
  - 11.3 To confirm a Temporary Responsible Finance Officer.
  - 11.4 To consider invoices for payment:
    - 11.4.1 Clerk's expenses ... Postage £10.95 & car parking re training session £5.15.
    - 11.4.2 FRFA Invoice 1343 for January pavilion hire ... £22.
    - 11.4.3 Adrian Hope Tree Services – work as per quote of 6.2.26 ... £630 + £126 VAT.
    - 11.4.4 Nick Maddy Coaches – Invoice 4096 ... £120 + VAT.
  - 11.5 To ratify payments made under Clerk's delegated powers:
    - 11.5.1 Dog poo bags ... £29.95.
    - 11.5.2 HMRC Quarter 4 employment taxes ... £956.98.

- 11.5.3 Clerk's salary and pension payment in accordance with contract.
- 11.5.4 HP Ink £94.43.
- 11.5.5 Lloyds Bank account charges £34.
- 11.5.6 Lebara – Clerk's mobile phone SIM ... £15.

**12. Planning ...** To comment on applications for determination by Herefordshire Council:

- 12.1 Pine View, Fownhope, HR1 4PA: Works to trees in Conservation Area.
- 12.2 Haughwood Cottage, Mordiford, HR1 4LT: Two storey extension, demolition of outbuilding, garage/storage and annexe accommodation.

**13. To consider an IT Policy.**

**14. Fownhope Recreation Field Association (FRFA)**

- 14.1 To consider FRFA request for new agreement between FRFA/PC/Strollers.
- 14.2 To note PC Rep on FRFA will work with them on concerns raised at the April PC meeting re: current lease & management agreement plus need for clarification of roles & responsibilities.

**15. To consider National Grid Wayleave Agreement.**

**16. To agree a meetings schedule including:**

- 16.1 Date and time of Annual Parish Meeting (before 1<sup>st</sup> June).
- 16.2 Date for Volunteer Tea & Community Service Awards Ceremony.
- 16.3 Noting date of next meeting ... Wednesday 3<sup>rd</sup> June 2026 at 7pm in the Pavilion.

**17. To raise items for next meeting – no discussion.**

**18. To consider a resolution to exclude the public from the following confidential items.**

**19. Nominations for Community Service Awards.**

**20. Recruitment of a new Clerk/Responsible Financial Officer:**

- 20.1 To consider cost of advertisement avenues in addition to HALC: SLCC, NALC, etc.
- 20.2 To consider accessing HALC's Recruitment Service.
- 20.3 To consider nominating Chair and Vice Chair to interview candidates with HALC CEO.
- 20.4 To consider terms of employment.