



Residents are invited to a meeting of:

**ANNUAL COUNCIL MEETING**  
**MONDAY 18 MAY 2026 AT 7.00PM**  
**WAVENDON PARISH OFFICE (Wavendon Community Centre)**  
**JUBILEE HALL, WALTON ROAD, WAVENDON, MK17 8LH**

Signed:

*Lesley Sung*

Date of Issue: 13 May 2026

Lesley Sung, Parish Clerk

Tel: 01908 229246 Email: [clerk@wavendonparishcouncil.gov.uk](mailto:clerk@wavendonparishcouncil.gov.uk)

**AGENDA**

- 1. WELCOME AND MESSAGE FROM THE OUTGOING CHAIR**
- 2. ELECTION OF A CHAIR FOR 2026/2027**  
To elect a Chair of the Council for 2026/2027.
- 3. APPOINTMENT OF A VICE-CHAIR FOR 2026/2027**  
To appoint a Chair of the Council for 2026/2027.
- 4. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence
- 5. DECLARATIONS OF INTEREST**  
Councillors to declare any pecuniary, personal, registerable and non-registerable interests they may have in the business to be transacted.
- 6. CO-OPTION TO THE VACANCY OF A COUNCILLOR**  
To receive the recommendations of the Co-option Interview panel and to:
  - (a) Co-opt to the Councillor vacancy of the Council
  - (b) The co-opted member to sign their Declaration of Office and take their seat on the Council.
- 7. NEW COUNCIL STRUCTURE AND DELEGATION ARRANGEMENTS 2026/2027**  
To agree new governance and delegation arrangements for 2026/2027, as recommended by the 2025/2026 Governance Sub-Committee.
- 8. TERMS OF REFERENCE FOR NEW COMMITTEES 2026/2027**  
To agree Terms of Reference for each new Committee, as recommended by the 2025/2026 Governance Sub-Committee.
- 9. APPOINTMENTS TO COMMITTEES 2026/2027**
  - (a) To appoint Councillors to Committees, Working Groups and Task & Finish Groups.
  - (b) To elect a Chair for each Committee.

- 10. STAFFING STRUCTURE AND DELEGATION ARRANGEMENTS**  
To agree the Council's staffing structure and delegation arrangements (Clerk and RFO).
- 11. STANDING ORDERS 2026/2027**  
To review and adopt the Council's Standing Orders
- 12. FINANCIAL REGULATIONS 2026/2027**  
To review and adopt the Council's Financial Regulations
- 13. ARRANGEMENTS WITH OTHER BODIES 2026/2027**  
To review arrangements with other local authorities, not-for-profit bodies and businesses.
- 14. OUTSIDE ORGANISATIONS 2026/2027**  
To review representation on or work with external bodies and arrangements for reporting back:
  - (a) Milton Keynes and Buckinghamshire Association of Local Councils
  - (b) Parishes Forum (2 representatives)
  - (c) SE MK Stakeholder Group (2 representatives)
- 15. ASSET MANAGEMENT 2026/2027**  
To review an inventory of land and other assets including buildings and equipment.
- 16. INSURANCE**  
To confirm arrangements for insurance cover in respect of insurable risks.
- 17. SUBSCRIPTIONS**  
To review the Council / staff subscriptions for 2026/2027:
  - (a) Buckinghamshire Association of Local Councils (BALC) (includes a subscription to the National Association of Local Councils (NALC))
  - (b) Society of Local Council Clerks (SLCC)
  - (c) National Allotment Society (as the allotment landlord)
- 18. COMPLAINTS PROCEDURE**  
To review the Council's complaints procedure.
- 19. FREEDOM OF INFORMATION AND DATA PROTECTION**  
To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.
- 20. COMMUNICATIONS POLICIES**  
To review the Council's communications policies, including policies for dealing with press and public.
- 21. STAFFING POLICIES**  
To review the Council's employment policies and procedures
- 22. S.137 LOCAL GOVERNMENT ACT 1972 - EXPENDITURE**  
To review the Council's expenditure incurred under s.137 of the Local Government Act 1972.
- 23. SCHEDULE OF MEETINGS 2026/2027**  
To review a schedule of Council and Committee meetings for 2026/2027