

Agenda for Meeting of Warborough Parish Council
Wednesday 2 September 2026

You are hereby summoned to attend the General Meeting of Warborough Parish Council to be held in the Greet Memorial Hall on Wed 2 September 2026 - 7.30pm for transacting the following business.

Andy White, Clerk to the Council

It is Warborough Parish Council's policy to encourage public participation at meetings. If any person wishes to make representation to the Council on ANY AGENDA ITEM, (limited to three minutes per item) please email details of your concern to the clerk by midday on Monday 31 August 2026
Representations from the public on matters NOT ON THE AGENDA will be restricted in line with Standing Orders, to a total of 15 minutes with individuals restricted to 3 minutes speaking time

2026/118	To accept apologies and reason for absence
2026/119	We still have a position open for a new councillor. Please apply directly to the clerk if you are interested in the role.
2026/120	Declarations of interest (existence & nature) with regards to items on the agenda
2026/121	To confirm the minutes of the PC Meeting held on Wed 1 July 2026
2026/122	Actions Arising from the Previous Meeting
2026/123	District Councillors Report
2026/124	County Councillors Report
2026/125	Representations from the Public for items not on the agenda (limited to 15 minutes)
2026/126	Adoption of Standing Orders and Financial Regulations To adopt the updated Standing Orders 2025 (tailored), as circulated To adopt the tailored Financial Regulations 2025, as circulated
2026/127	Adoption of Financial Control Policies To adopt the Internal Financial Controls Policy To adopt the Schedule of Direct Debits and Standing Orders To adopt the Reserves Policy, setting a minimum general reserve of £30,000 To designate a councillor responsible for internal financial control To confirm that the monthly bank reconciliation (all accounts) is received and minuted within the RFO report
2026/128	Adoption of the Risk Assessment To adopt the Risk Assessment, including the Financial Risk Assessment requested by the external auditor To agree that the Risk Assessment is reviewed at least annually
2026/129	Data Protection and Information Governance

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	To adopt the Data Protection Policy, including the records retention schedule To adopt the Privacy Notice, the IT & Data Security Policy and the Freedom of Information Publication Scheme To approve registration with the Information Commissioner's Office (ICO) and payment of the annual data protection fee
2026/130	Asset Register To approve the 2025/26 Asset Register (total £1,041,024.41) and to publish it To introduce an annual physical asset inspection To authorise renewal of the expired Blakeley lease and a refresh of the leases schedule
2026/131	Staffing To formally approve the appointment of the Clerk/RFO, including scale point (SCP) and weekly hours To note the maintenance of holiday records To confirm the correct treatment of the councillor allowance
2026/132	VAT and Accounting To note submission of the outstanding 2024/25 VAT reclaim (approximately £27,000) and to institute regular reclaims To resolve, for 2026/27, the move to Income & Expenditure accounting once the VAT position is corrected
2026/133	Transparency and Publication To publish the governing documents adopted above and any outstanding audit documents To create "Governing Documents" and "Parish Finance" pages on the website To publish draft minutes within one month of each meeting
2026/134	Working Groups Report Communications (MaH, MeH) Infrastructure Road (AL, JB) Infrastructure Other (MaH, JB) Environment Trees (NM, RP) Environment Other (RP, NM) Recreation & The Green (JB) Greet Hall (JB) Pavilion (JB) Events (MaH, MeH) Capital Projects (JB, RP) Allotment (NM, JB) Planning (MeH, RP)
2026/135	Planning To consider any planning applications received P26/S3131/HH 26 Hammer Lane Warborough Wallingford OX10 7DJ

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	Proposed ground floor rear extension Comment extension granted until September 3rd
2026/136	Community Pub project Update on progress
2026/137	RFO report Payment and receipt schedule for review and authorisation To note reconciled bank balances To note the RFO's response to the external auditor (Moore) on the 2025/26 audit testing queries, sent under delegated authority To resolve to continue with Zurich Insurance for the annual premium of £2059.22 as circulated on 25/08 To discuss the quote for the changes to the website
2026/138	Greet Hall Refurbishment Update on progress following commencement of works
2026/139	To Discuss the reservoir overflow risk Document previously circulated 22/08
2026/140	To Discuss the Greater Oxford Local Reorganisation
2026/141	Correspondence for further discussion if not covered under other Agenda items
2026/142	Matters for report and inclusion on the next Agenda Date of next meeting Wednesday 7 th October