

YARKHILL PARISH COUNCIL

**Councillors are summoned to attend an Extraordinary Meeting of the Parish Council on
Thursday 15th January 2026 at 19.00 in Yarkhill Village Hall**

A G E N D A

- 1. To elect a Chair.**
- 2. To receive apologies for absence.**
- 3. To receive declarations of interest and written dispensation requests.**
- 4. To consider HALC membership (£507.55 + VAT) & meeting cover (£275.00)**
- 5. To consider minutes of the parish council meeting held on 22nd September.**
- 6. To consider co-option(s) to fill current vacancies.**
- 7. Finance**
 - 7.1 To receive Bank balance and consider Bank signatories.
 - 7.2 To consider setting up a Unity Trust Bank account and appoint signatories.
 - 7.3 To appoint a temporary RFO (Responsible Financial Officer).
 - 7.4 To consider outstanding payments from September meeting:
 - 7.4.1 HMRC ... £258.60.
 - 7.4.2 Parish Clerk Salary (July/August/September) in accordance with contract of employment.
 - 7.4.3 Autela Payroll Services ... £87.00.
 - 7.4.4 Newsletter printing ... £60.00.
 - 7.4.5 Grant for Churchyard maintenance ... £475.00.
 - 7.5 To consider any additional payments arising since the September meeting.
 - 7.5.1 Internal Audit fee ... £100.00.
 - 7.5.2 September election fee ... £3,330.01.
 - 7.5.3 Hall hire £96.00.
 - 7.6 To consider repayment of £1,000.00 contribution from local resident towards roadside maintenance works which didn't go ahead.

- 7.7 To consider commissioning a detailed Internal Audit Report for 2024/2025 (£275.00) to enable the adoption of the AGAR form at the next meeting.
- 7.8 To appoint an Internal Auditor for 2025/2026.
- 7.9 To consider draft 2026/7 budget and set precept for 2026/2027.
- 8. Parish Council Website**
 - 8.1 To consider commissioning a new dot.gov website with dot.gov email addresses £650.00 for website, £ for domain name and £ for 2-year hosting.
- 9. Open Session**
 - 9.1 To receive a brief verbal report from the Ward Councillor.
 - 9.2 To receive views of residents on parish matters.
- 10. Planning ...** To comment on an application for determination by Herefordshire Council:
 - 10.1 Application P223128/F: Barns at Monksbury Court, Monkshide Village Road. Demolition of 2 no. agricultural buildings. Proposed 4 no. dwellinghouses with garages, landscaping and associated works.
- 11. To consider referral to Information Commissioner for data breach.**
- 12. To consider a schedule of future meetings**
- 13. To pass a resolution to exclude the public from the following confidential item.**
- 14. Employment Matters**
 - 14.1 To note resignation of parish clerk.
 - 14.2 To consider retrieval of all parish council property, including intellectual.
 - 14.3 To consider recruitment process.

Councillors: Ian Carr and Steve Kirby ... 11th January 2026