



# AGENDA FOR THE ANNUAL MEETING OF EDLESBOROUGH PARISH COUNCIL

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**To:** All Members of Edlesborough Parish Council

Cllr R Booth, Cllr D Ferguson, Cllr Hurst, Cllr J Wilkinson, Cllr J Goodman, Cllr P Owen, Cllr L Wells,  
Cllr K Cabbage, Cllr R Harpley

You are hereby summoned to attend the **Annual Meeting of Edlesborough Parish Council**, to be held on:

**Date:** Thursday 21 May 2026

**Time:** 7.30 pm

**Venue:** Edlesborough Memorial Hall, High Street, Edlesborough

Members of the public and press are welcome to attend.

**Signed:** Penny Pataky, Clerk

**Date:** 14 May 2026

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*The Chair may, at their discretion, adjourn the meeting at a suitable point to allow members of the public to address the Council. Parishioners and others in attendance are reminded that they must remain silent during the transaction of Council business.*

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## Agenda

### 1. Attendance

To receive and note attendance.

### 2. Apologies for Absence

To receive and approve apologies for absence.

### 3. Councillor Attendance Record

To note councillor attendance since the last Annual Meeting.

### 4. Election of Chair

To elect a Chair of the Council for the ensuing municipal year.

### 5. Election of Vice-Chair

To elect a Vice-Chair of the Council for the ensuing municipal year.

### 6. Minutes of the Previous Annual Meeting

To approve the minutes of the Annual Meeting of Edlesborough Parish Council held on Thursday 15 May 2025.

## 7. Public Open Forum (maximum 15 minutes)

An opportunity for members of the public to ask questions or make representations.

*Please note that the Council may not take decisions on matters raised unless they are included as an agenda item. Any issues raised may be referred to a future meeting.*

## 8. Appointment of Representatives

To confirm or appoint representatives for the following roles:

### *8.1 Planning Responsibilities*

- Cllr Wilkinson
- Cllr Owen
- Cllr Harpley

### *8.2 Allotment Representatives*

- Edlesborough (Cow Lane): Mrs Phrena Wilkinson
- Edlesborough (The Green): Mr Peter Thomas
- Dagnall: Mr Kevin Ling
- Northall: Mr Richard Dorrance

### *8.3 Councillors Responsible for Footpaths*

- Edlesborough: Cllr Hurst
- Dagnall: Cllr Owen
- Northall: Cllr Cabbage

### *8.4 Officer and Working Party Appointments*

- Employees Working Party: Cllr Booth, Cllr Wilkinson, Cllr Ferguson
- Bank Mandate Signatories: Cllr Booth, Cllr Harpley, Cllr Owen, Cllr Wilkinson, Clerk
- Responsible Financial Officer: Clerk
- Councillor Supporting the RFO: Cllr Ferguson
- Pavilion Working Party: Cllr Booth, Cllr Wilkinson, Cllr Ferguson, Clerk, Mr M Plaats, Mr P Brennan

### *8.5 Play Equipment Weekly Inspections*

- Edlesborough: Clerk

### *8.6 Additional Key Holder*

- Cllr Goodman

### *8.7 EPC Small Grants Scheme*

- Small Grants Scheme Working Party: Cllr Booth, Cllr Harpley, Cllr Owen

## 9. Annual Subscriptions

To confirm continuation of voluntary annual subscriptions, including: AVALC, BBOWT, BMKALC, Community Impact Bucks, CPRE, SLCC, The Chiltern Society.

## 10. Deeds and Asset Register

To inspect deeds and the assets register held in the custody of the Parish Council.

## 11. Review of Financial Limits

To review financial limits in accordance with the Financial Regulations (agreed 19 March 2026), including:

- Parish Clerk: up to £500 for non-emergency expenditure without prior Council approval
- Parish Clerk: up to £1,000 for emergency expenditure without prior Council approval

## 12. Annual Reviews

To review the following documents and arrangements:

- Code of Conduct
- Standing Orders

## 13. Representatives to Outside Bodies

To appoint representatives to the following:

- Burghope: Clerk
- Townsland & Nurses: Mr Alan Williams
- Luton Airport Consultative Issues: Cllr Wilkinson
- East Bucks Community Board: Cllr Booth, Cllr Owen, Cllr Wilkinson
- St Mary's Carnival: Clerk
- Edlesborough Community Sports Club (ECSC) – Trustee: Cllr Ferguson
- Ashridge Estate Committee: Cllr Hurst

## 14. Any Other Business

Items for information only; no decisions may be made.

## 15. Close of Meeting

## Members of the Public

In accordance with the Public Bodies (Admissions to Meetings) Act 1960, members of the public have the opportunity to address the Council during the Public Forum. The public may be excluded from part of the meeting if publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.