Hanwell Parish Council
Minutes of the Annual Meeting of the Parish Council
Held on Tuesday 5th May 2026 at 7pm at Hanwell Village Hall

Present: Councillors: John Spratt (Chairman), Arnold Bailey, Catriona Reid, Bev Oak, Kate Brown Clerk (minutes)

Other attendees: Residents

Apologies: None

Declarations of interest: None

1455 Minutes of 2025 Annual Meeting of the Parish Council
The minutes were agreed at the subsequent Parish Council Meeting in July 2025

1456 Matters Arising
None

1457 Election of Chairman
The Parish Council voted unanimously to re-elect John Spratt as Chairman

1458 Election of Vice Chairman
The Parish Council voted unanimously to elect Arnold Bailey as Vice Chairman

1459 Election of Responsible Finance Officer
The Parish Council voted unanimously to elect Kate Brown (Clerk) as responsible Finance Officer

1460 Chairman's Report 2025/26
Chairman Spratt delivered his report to the Council copy attached.
The report was accepted by the Parish Council.

1461 Presentation of Annual Accounts for Period 1 April 2025 to 31 March 2026
The Clerk presented the annual audit papers and calculations for consideration by the council. The Accounts were agreed

1462 Annual Accounts Period 1st April 2025 to 31st March 2026

Annual Resolutions were adopted on 5 May 2026, as follows:-

a) Annual Governance Statement

The Annual Governance Statement for 2025/26 was reviewed and approved by the Council.

b) Accounting Statements

The Accounts pack and the Annual Return for 2025/26, including certificate of exemption were reviewed and approved by the Council

c) Internal Audit

Kate Nash (Clerk) reported that Duncan Raper had completed and signed off the internal audit of the accounts pack.

d) Bank Reconciliation Statement

The reconciliation statement as at 31 March 2026 was reviewed and approved.

e) Exercise of Public Rights

It was agreed that the completed Annual Return and supporting accounts pack should be submitted for external audit to Moore UK and to set the period for the exercise of public rights to inspect the unaudited accounts as the 30 working day period from Tuesday 3 June to Monday 14 July 2026.

f) Inspection of accounts

It was resolved that copies of the Annual Return and Bank Reconciliation statement as at 31 March 2026 should be displayed on the village notice boards and the Hanwell website, accompanied by a statement that a full set of accounts will be available for public inspection by members of the public by arrangement, during normal working hours at The Old Rectory Church Lane Hanwell Banbury Oxon OX17 1HN, until 14 July 2026.

1463 Review of Insurance Policy

The insurance policy is due for renewal in June 2026. The insurance renewal document has been received and will be charged at £507.00 for 2025/26. The Parish Council agreed to renew the insurance policy with Zurich Assurance for 1 year and review again at this annual meeting in May 2027

1464 Review of Risk Assessment document.
The Risk Assessment document was discussed and approved.

1465 Review of Asset Register
The asset register was presented and agreed by the Parish Council

1467 Councillor Responsibilities
Responsibilities were reviewed and will remain as in previous years, with the addition of Cllr Bailey being the Parish Council's point of contact for the Speedwatch initiative

1468 A.O.B.
None

There being no other business, the meeting was brought to a close