



Stanway

Parish Council

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Dear Councillors,

You are hereby summoned to the forthcoming Annual General Meeting of Stanway Parish Council to be held in the Victory Hall on **THURSDAY 27th MAY 2021 at 7pm** when the under-mentioned business will be transacted.

Yours faithfully,

Clerk to the Parish Council

22nd May 2021

AGENDA

1.
2.
3.
1. To elect a Chairman of the Council

To receive a report from the outgoing Chairman and to elect a Chairman of the Council for the ensuing municipal year

2. To receive the Chairman's Declaration of Acceptance of Office

To receive the Chairman's Declaration of Acceptance of Office or, if not received, to determine when it will be received

3. To elect a Deputy Chairman of the Council

To elect a Deputy Chairman of the Council for the ensuing municipal year.

4. Attendance and Apologies for Absence

To record attendance and apologies for absence.

5. Declaration of Interests

To allow Councillors to declare either a disclosable pecuniary, or any other pecuniary or registerable, non-pecuniary interests on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

6. Public Participation

The Chairman to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of ten minutes and limited to three minutes per person, but at the discretion of the Chairman.

The public may ask questions relating to the work and services of the Council. Questions cannot always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting or passed to the relevant committee.

7. i) Minutes of the Parish Council Meeting of 29th April 2021 and Committee Meetings since 29th April 2021

To **RECEIVE** and **APPROVE** the Minutes (previously circulated), to be signed by the Chairman (when appropriate to do so) as a true and accurate record.

ii) **Adoption of Committee Reports** – see <https://www.stanwaypc.org.uk/council-meetings.html>

a) Planning Committee: To note the (draft) minutes (*previously circulated*) from the Planning Committee Meetings held on 4th and 18th May 2021

b) Corporate Governance Committee: To note the (draft) minutes (*previously circulated*) from the Corporate Governance Committee Meetings held on 12th May 2021.

c) Community Assets Committee: To note the (draft) minutes (*previously circulated*) from the Community Assets Committee Meetings held on 19th May 2021

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- d) Community Services Committee:** To note the (draft) minutes (*previously circulated*) from the Community Services Committee Meetings held on 11th May 2021
- e) Burial Ground Sub-Committee:** To note the (draft) minutes (*previously circulated*) from the Burial Ground Sub-Committee Meeting held on 4th May 2021
- 13.
8. **Appointment to Committees and Sub Committees** – see attached list.
9. **Co-option of Non-Members to Committees** – see attached list
10. **Appointment of Parish Council Representatives to Outside Bodies/Positions** – see attached list
11. **Financial Reports y/e 31st March 2021**
To **RECEIVE** a full set of Financial Reports (including the Bank Reconciliation) for the year to 31st March 2021.
12. **Internal Auditor’s Report: Annual Report for the year ending 31st March 2021**
To **RECEIVE** and **APPROVE** the Internal Auditor’s Full Report for 2020/21, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR).
13. To **APPROVE** the **2021 ANNUAL GOVERNANCE STATEMENT**
14. **ANNUAL ACCOUNTING STATEMENTS: 2020/21 AGAR Part 3** – to **REVIEW/APPROVE** the 2021 annual accounting statements.
15. **Internal Auditor** - to **CONFIRM** the appointment of the Internal Auditor for the financial year ending March 31st 2022 – it is proposed to re-appoint Mr Gordon Mussett as the Parish Council’s Internal Auditor
16. **Bank Signatories** - to **CONFIRM/APPOINT** the signatories to the Parish Council’s bank accounts and **APPROVE** a pre-loaded cash card for the Maintenance Operative.
17. **Re-confirmation of the appointment of the Responsible Financial Officer** (in accordance with the 1972 Local Government Act s 151.) – to reconfirm Mr David Lines as the RFO for the Parish Council.
18. **RFO Report**
- i) Review of inventory of land and assets – to **APPROVE** the latest 2021 Asset Register
 - ii) To **CONSIDER** the insurance arrangements for the coming year
 - iii) To **REVIEW** and **APPROVE** the Council’s and/or staff subscriptions to other bodies
 - iv) **Payments on-line or by cheque** - To **APPROVE** the payments on-line/ by cheque for the latter part of **May** (*circulated prior to the meeting*).
 - v) **Financial Reports** - To **RECEIVE** a list of Payments (net of staff salaries) and Receipts since the last Parish Council meeting, a year-to-date Receipts and Payments Summary, along with an updated Bank Reconciliation.
 - vi) To **AUTHORISE** (if required) contracts or project expenditure exceeding any committee’s £10,000 delegated authority.
19. **Clerk’s Report**
To **RECEIVE** an update and act on any ongoing action items from previous meetings, per the circulated list.
20. **STANDING ORDERS/FINANCIAL STANDING ORDERS**
- i) To **MOVE** the suspension of **Standing Order 5j** (Business of the Annual Meeting) to allow the remaining items in that Standing Order (i.e. not listed above) to be dealt with in more depth at meetings throughout the year or to be considered at a more appropriate time.
 - ii) **RESOLVED** to **ADOPT** Financial Regulation 6 as necessary to allow the authorisation of payments using scanned copies of invoices for scrutiny and remote authorisation by two members of the Council. Such remote authorisations shall be reported to the next Corporate Governance/Full Council Meeting. Financial Reports will continue to be published (at least) monthly.
 - iii) **RECOMMENDATION** to **ADOPT** the existing Standing Orders and Financial Regulations unamended and en-bloc, with a view to the Clerk proposing a review schedule throughout 2021/22 for the Corporate Governance Committee.
21. **Items referred/requested for consideration by Committees or Members of the Parish Council**
- a) **RESOLVED** to approve a proposition to elevate the Council to LC3 Substantive Pay Scale Range by 04.2022
 - b) To **DEBATE** the Corporate Governance’s Review (Stage 2) update from 12th May 2021 meeting (previously circulated), including to **CONSIDER** the idea of the burial ground operating outside of a committee

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22. **Information Update** - to receive oral updates from Members on matters affecting the Parish.
23. **Items for Committees/ Next Council Meeting** - to receive and consider requests for items to be included on agendas for any committee or the next meeting of the Parish Council.
24. **Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 24th June at 7.00 pm** - Venue to be advised.