



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 30th MAY 2024 at 7pm** when the under-mentioned business will be transacted.

Yours faithfully,

Clerk to the Parish Council

24th May 2024

AGENDA

1. To elect a Chair 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 Chair's Declaration of Acceptance of Office

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

3. To elect a Deputy Chair of the Council

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

4. To receive the Deputy Chair's Declaration of Acceptance of Office

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

Attendance and Apologies for Absence

To record attendance and apologies for absence

5. Declaration of Interests - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

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

All Councillors have been provided with their current Register of Interest Form to review and are requested to advise the Clerk within 7 days of any amendments

6. Public Participation

The Chairman will invite any 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 10 minutes, limited to three minutes per person at the discretion of the Chairman. In accordance with SPC Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given*

7. Essex County Councillor's Report - To receive an oral or written report from Cllr. Kevin Bentley (Essex County Council), and to give him the opportunity to respond to any issues raised in Public Participation

8. City Councillors' Reports - To receive an oral or written report from any City Councillors and to give them the opportunity to respond to any issues raised in Public Participation

9. To CONSIDER any actions arising from matters brought to the Council's attention during Public Participation

10. Minutes of the Parish Council Meeting 28th March 2024 - To approve the Minutes (previously circulated) as a true and accurate record

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

- a) **Planning Committee:** To note the (approved & draft) minutes (*previously circulated*) held on 02 & 16.04.24 & 07 & 21.04.24
- b) **Corporate Governance Committee:** To note the (approved & draft) minutes (*previously circulated*) held on 10.04 & 08.05.24
- c) **Community Assets Committee:** To note the (draft) minutes (*previously circulated*) held on 17.04.24
- d) **Community Services Committee:** To note the (draft) minutes (*previously circulated*) held on 14.05.24
- e) **Staffing Committee –** To note the (draft) minutes (*previously circulated*) held on 27.02.24
- f) **The Annual Parish Forum:** To note the (draft) minutes (*previously circulated*) held on 25.04.24

12. To **RECEIVE** and **APPROVE** any applications to co-opt councillors

13. To **APPOINT** Councillors to Committees and decide on frequency and timing of meetings – see attached list

14. To **REVIEW** Councillor training requirements – New Councillors, Refresher Courses & GDPR

15. To **APPOINT** Parish Council Representatives and decide on any changes to Outside Bodies/Positions:-

- a) Bus Passenger Representative
- b) Colchester Association of Local Councils
- c) Emergency Planning
- d) Footpath/Tree Warden/Hedgerow Officer
- e) Quarry Liaison Group
- f) Rosemary Alms Houses
- g) School Governors
- h) Village Hall Management Committee
- i) Winstree Road Working Group Party

16. GENERAL POWER OF COMPETENCE - To **RESOLVE** that the council meets the legal criteria set out in the Localism Act 2011 and is eligible to use the General Power of Competence with immediate effect

17. RFO Report, including Financial Reports to 31st March 2024 Year End

- i) To **RECEIVE** a full set of Financial Reports: Bank Reconciliation, Balance Sheet, Summary of Income and Expenditure for the year to 31st March 2024
- ii) To **REVIEW** and **APPROVE** inventory of land and assets in accordance with the latest 2024 Asset Register
- iii) To **DECLARE** any or **CONFIRM** there are no known '**material circumstances**' (any fact or circumstance which would influence the judgement of a prudent insurer in determining whether to take or apply conditions to taking on the risk), concerning inception/renewal of the Council's yearly insurance cover from June 2024
- iv) To **CONSIDER** and **APPROVE** the insurance arrangements and premium for the coming year
- v) To **REVIEW** and **APPROVE** the Council's and/or staff subscriptions to other bodies as listed in the report
- vi) To **REVIEW** and **APPROVE** regular payments by direct debit and standing order as listed in the report
- vii) To **APPROVE** virements proposed by Corporate Governance Committee, as detailed in the Finance Report
- viii) **Financial Reports -** To **RECEIVE** RFO report from the most recent Corporate Governance Meeting (May 2024 – Month 1 of financial year 2024/5) detailing Payments (net of staff salaries) & Receipts, a year-to-date Receipts & Payments Summary & Bank Reconciliation
- ix) To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority

18. Grounds Tender – To **REVIEW** and **APPROVE** new grounds maintenance contract for 3 year term

19. To **CONSIDER** any response to the Police's notice regarding the sale of the traffic base in Stanway

20. Internal Auditor's Report: Annual Report for the year ending 31st March 2024

To **REVIEW** and **APPROVE** the Internal Auditor's Full Report for 2023/4, if received, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR).

21. To **APPROVE** the **2024 ANNUAL GOVERNANCE STATEMENT (Section 1 of the AGAR)**

22. ANNUAL ACCOUNTING STATEMENTS: 2023/24 AGAR Section 2 and – to **REVIEW** and **APPROVE** the relevant 2024 annual accounting statements.

23. To **APPROVE** publication of the AGAR documents in accordance with the Accounts & Audit Regulations 2015, the Local Audit regs and the Transparency Code for Smaller Authorities.

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24. Bank Signatories - to **RECONFIRM/APPOINT** the signatories to the Parish Council's bank accounts

25. Confirmation of the appointment of the Responsible Financial Officer (in accordance with the 1972 Local Government Act s 151.) – to reconfirm Mr Lee Needham as the RFO for the Parish Council

26. STANDING ORDERS/FINANCIAL STANDING ORDERS -

i) To **RESOLVE** to suspend **Standing Order 5j (6. a – s of proposed Standing Orders** (Business of the Annual Meeting) to allow the remaining items in that Standing Order (i.e. items not included in this agenda) to be dealt with in more depth at meetings throughout the year and to be delegated to Corporate Governance to review and report to Full Council for approval at a more appropriate time

ii) To **ADOPT** the **PROPOSED** Standing Orders

iii) To **ADOPT** the **PROPOSED** Financial Regulations

27. To **ADOPT** the current Code of Conduct as **PROPOSED** by Colchester City Council

28. To **REVIEW** and **APPROVE** Committee Terms of Reference as approved by relevant Committees

29. To **REVIEW** and **APPROVE** the Council's Risk Assessment Schedule for 2024 and beyond as **PROPOSED** by Corporate Governance Committee

30. Clerk's Report- To **RECEIVE** an update & action any ongoing items from previous meetings, per the circulated list.

31. To **DECIDE** on meeting with Colchester City Council to **REVIEW** the Local Plan being developed in relation to Stanway

32. Items referred/requested for consideration by Committees or Members of the Parish Council

i) To **ADOPT** Recording and Reporting on Meetings Policy as **PROPOSED** by Corporate Governance Committee

ii) To **ADOPT** Disciplinary Policy as **PROPOSED** by Staffing Committee

33. Information Update - to receive oral updates from Members on matters affecting the Parish.

34. 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.

35. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on **Thursday 25th July at 7.00 pm**, Victory Hall, Stanway Community Centre