



Stanway

Parish Council

Parish Clerk: Donna Tristram
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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 26th MAY 2022 at 7pm** when the under-mentioned business will be transacted.

Yours faithfully,

Clerk to the Parish Council

21st May 2021

AGENDA

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 **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.

Councillors will be sent links to their declared Register of Interest to check it is still current and confirm any changes

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 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. Minutes of the Parish Council Meeting 6th May 2022 - To approve the Minutes (previously circulated) as a true and accurate record.

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

- a) **Planning Committee:** To note the (draft) minutes (*previously circulated*) held on 3rd May 2022
- b) **Corporate Governance Committee:** To note the (draft) minutes (*previously circulated*) held on 11th May 2022
- c) **Community Assets Committee:** To note the (draft) minutes (*previously circulated*) held on 18th May 2022
- d) **Community Services Committee:** To note the (draft) minutes (*previously circulated*) held on 10th May 2022
- e) **Burial Ground Sub-Committee:** To note the (draft) minutes (*previously circulated*) held on 3rd May 2022
- f) **The Annual Parish Forum:** To note the (draft) minutes (*previously circulated*) held on 12th May 2022

<https://www.stanwaypc.org.uk/uploads/annual-parish-forum-minutes-12th-may-2022.pdf?v=1652867633>

9. To RECEIVE, CONSIDER and APPROVE applications to become a Parish Councillor

10. To APPOINT Councillors to Committees and Sub Committees – see attached list.

11. To APPROVE Co-option of Non-Members to Committees and Sub Committees – see attached list

12. To APPOINT Parish Council Representatives to Outside Bodies/Positions – see attached list

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13. Financial Reports y/e 31st March 2022

To **RECEIVE** a full set of Financial Reports (including the Bank Reconciliation) for the year to 31st March 2021.

14. Internal Auditor's Report: Annual Report for the year ending 31st March 2022

To **RECEIVE** and **APPROVE** the Internal Auditor's Full Report for 2021/22, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR).

15. To **APPROVE** the **2022 ANNUAL GOVERNANCE STATEMENT**

16. ANNUAL ACCOUNTING STATEMENTS: 2021/22 AGAR Part 3 – to **REVIEW/APPROVE** the 2022 annual accounting statements.

17. Internal Auditor - to **CONFIRM** the appointment of the Internal Auditor for the financial year ending March 31st 2023- CGC propose to re-appoint Mr Gordon Mussett as the Parish Council's Internal Auditor

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

19. Confirmation of the appointment of the Responsible Financial Officer (in accordance with the 1972 Local Government Act s 151.) – to reconfirm Mrs Donna Tristram as the RFO for the Parish Council.

20. 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.

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

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

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

24. RFO Report

- i) Review of inventory of land and assets – to **APPROVE** the latest 2022 Asset Register
- ii) To **CONSIDER** and **APPROVE** the insurance arrangements for the coming year
- iii) To **REVIEW** and **APPROVE** the Council's and/or staff subscriptions to other bodies
- iv) To **APPROVE** virements proposed by Corporate Governance Committee, as detailed in the Finance Officer's Report
- v) **Financial Reports** - To **RECEIVE** reports from the most recent Corporate Governance Meeting detailing Payments (net of staff salaries) & Receipts, a year-to-date Receipts & Payments Summary & Bank Reconciliation
- vi) To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority

25. 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) To **RECONFIRM** 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 monthly.

iii) **RECOMMENDATION** from Corporate Governance to **ADOPT** the **PROPOSED** Standing Orders and Financial Regulations

26. To **ADOPT** the **PROPOSED** Code of Conduct as drafted by Colchester Borough's Monitoring Officer after in-house training

27. To **REVIEW** and **APPROVE** Committee Terms of Reference as approved by relevant Committees and proposed by Corporate Governance Committee

28. Stanway Lakelands Centre - To **AGREE** to further increase the proposed budget to fund a dedicated Multi Accessible Play Space Area through guaranteed grants (£ 68,000 CBC S106 Facilities & possibly £ 25,000 ShortBreaks Funding) for the financial Year 2022/23. Staged flexibility may also still be factored into the design through either further grant streams and/or Council contribution.

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

- a) Community Services Committee – Referral regarding cancellation of Organised Litter Pick on 2nd April due to lack of support from most Councillors.

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

31. 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.

32. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on **Thursday 30th June at 7.00 pm** - Venue to be advised.