



# Stanway

## Parish Council

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Dear Councillors,

You are hereby summoned to the forthcoming meeting of Stanway Parish Council to be held at Stanway Community Centre on **THURSDAY 29<sup>th</sup> June at 7pm** when the under-mentioned business will be transacted.

Yours faithfully,

Clerk to the Parish Council

23<sup>rd</sup> June 2023

### FULL COUNCIL MEETING AGENDA

#### 1. Chairman's welcome and formal notice of the recording of meeting if applicable

#### 2. To record and approve apologies for absence

#### 3. 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.*

#### 4. 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.*

#### 5. Minutes of the Parish Council Annual General Meeting 27<sup>th</sup> May 2023 - To approve the Minutes (previously circulated) as a true and accurate record.

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

To note the (draft) minutes (*previously circulated*) from:

- a) **Planning Committee** meeting held on 6<sup>th</sup> and 20<sup>th</sup> June 2023
- b) **Corporate Governance Committee** meeting held on 14<sup>th</sup> June 2023
- c) **Community Services Committee** meeting held on 13<sup>th</sup> June 2023
- d) **Community Assets Committee** meeting held on 21<sup>st</sup> June 2023
- e) **Staffing Committee** meeting held on 22<sup>nd</sup> June 2023

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

#### 8. To RECEIVE a presentation from Tarmac, Bellhouse Quarry, Stanway on Planning Application Planning Application ESS/34/23/COL to extract a limited amount of mineral from the land to the east of the Zoo in anticipation of the Zoo's expansion into that area and CONSIDER and DECIDE on any response from the Council

#### 9. To AUTHORISE contracts or project expenditure exceeding any committee's £10,000 delegated authority

#### 10. To APPROVE any virements

## Stanway Parish Council

- 11. Confirmation of the appointment of the Responsible Financial Officer** (in accordance with the 1972 Local Government Act s 151.) – to confirm new appointment of Lee Needham as proposed by Staffing Committee
- 12. Internal Auditor's Report: Annual Report for the year ending 31<sup>st</sup> March 2023**  
To **RECEIVE** and **APPROVE** the Internal Auditor's Full Report for 2022/23, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR).
- 13. To APPROVE the 2023 ANNUAL GOVERNANCE STATEMENT (Part 1 of the AGAR)**
- 14. ANNUAL ACCOUNTING STATEMENTS: 2022/23 AGAR Part 2 and/or 3** – to **REVIEW** and **APPROVE** the relevant 2023 annual accounting statements.
- 15. 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.  
**to conclude the 2023 ANNUAL GOVERNANCE STATEMENT**
- 16. Information Update** - to receive oral updates from Members on matters affecting the Parish.
- 17. 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.
- 18. Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 27<sup>th</sup> July at 7.00 pm, Victory Hall, Stanway Community Centre.**