# STAMBOURNE PARISH COUNCIL

Englewood, Dyers End, Stambourne, Essex C09 4NE

Tel: 01440 785629 Email: debbiehilliard614@gmail.com

12 May 2022

I hereby give you notice that the Annual General Meeting of the Parish Council is to be held on Thursday 19 May 2022 at approximately 7.45pm (to follow the Annual Parish Meeting at 7.30pm, in the Village Hall, Stambourne.

## Clerk to the Council

### Agenda

1. Election of Chair for 2022-23

2. Election of Vice Chair for 2022-23

3. Apologies for absence.

4. Appointment of representatives:

- Village Hall Committee

- Emergency Planning

- Footpaths

- Tree Warden

- Public Transport Committee

5. Declaration of interests, personal or prejudicial

6. Minutes of meeting held on 31 March 2022 (copy attached)

7. Matters arising from the minutes of the previous meetings

8. Review of Documents (all previously circulated)

* Standing Orders
* Code of Conduct
* Financial Regulations
* Policies
  + Budget Virement Policy
  + Code of Conduct Policy
  + Co-option Policy
  + Disciplinary Policy
  + Equalities Policy
  + Expenses Policy
  + GDPR Policy
  + Grievance Procedure
  + Health and Safety Policy
  + Record Management Policy
  + Sickness Absence Policy
  + Social Media Policy
  + Reserves Policy

9. Pavilion

* Key register

10. Playing Field

11. Footpaths

12. Highways

13. Planning

* Proposed prison at Wethersfield Airbase

14. Insurance Renewal (documents previously circulated)

15. Verge Cutting

16. Platinum Jubilee - update

17. Correspondence

18. Accounts for the year ended 31 March 2022 (previously circulated)

* Annual Governance Statement
* Accounting Statement

19. Nominate Person responsible for Finance for 2022-23

20. Nominate Internal Auditor for 2022-23

21. Finance:

Accounts Paid

Use of Village Hall £60.00

James Gill Buider (gate post) £110.00

Paul Clark Printing (newsletter) £52.00

Stambourne Church (grass cut grant) £250.00

Stambourne Chapel (grass cut grant) £260.00

Mrs D Hilliard (wages) £743.00

Eon £13.18

Eon £78.89

Wave £38.12

Accounts to be paid

Mrs R Drane (internal audit) £75.00

Mrs S Strange (pavilion cleaning) £10.00

Daines-Lowe (ash removal) £240.00

Zurich Insurance £997.85

Eon £23.39

Monies Received/to be received

BDC Precept 1st half £4,134.00

Village Fete Committee (for jubilee) £1,500.00

Pavilion bookings £40.00

Bank Balances at 31 March 2022

Notional Current Account Balance £21,799.40

High Interest Account £4,085.43

Total £25,884.83

Less Bonfire Fund £8,291.54

£17,593.29

22. Date, time and place of next meeting.

Thursday 21 July 2022

Thursday 22 September 2022

Thursday 23 November 2022

All 7.30pm