# STAMBOURNE PARISH COUNCIL

Englewood, Dyers End, Stambourne, Essex C09 4NE

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12 May 2023

I hereby give you notice that the Annual General Meeting of the Parish Council is to be held on Thursday 18 May 2023 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 2023-24

2. Election of Vice Chair for 2023-24

3. Apologies for absence.

4. Vacancies

5. Appointment of representatives:

- Village Hall Committee

- Emergency Planning

- Footpaths

- Tree Warden

- Public Transport Committee

6. Declaration of interests, personal or prejudicial

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

8. Matters arising from the minutes of the previous meetings

9. 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

10. Pavilion

11. Playing Field

12. Footpaths

13. Highways

14. Planning

15. Insurance Renewal (documents previously circulated)

16. Verge Cutting

17. Coronation - update

18. Correspondence

19. Accounts for the year ended 31 March 2023 (previously circulated)

* Annual Governance Statement
* Accounting Statement

20. Nominate Person responsible for Finance for 2023-24

21. Nominate Internal Auditor for 2023-24

22. Finance:

Accounts Paid

Mrs D Hilliard (wages) £752.75

Mrs D Hilliard (expenses) £15.60

Stambourne Silver Link (underpayment) £50.00

Eon x 2 £54.57

Wave £38.88

Accounts to be paid

Paul Clark Printing £32.00

NVPC Ltd (PAT Test) £64.80

EALC (subs) £140.14

Zurich Insurance £1079.81

Monies Received/to be received

Pavilion Bookings £40.50

Burger sales (bonfire night) £25.00

First Half Precept £4,558

Also note:-

* Credit of £142.11 as at 17 April with Eon which I will apply to refund which includes £150 fuel payment grant.
* I have renewed the flexible business plan which was better value than moving to a fixed business plan.

Bank Balances at 12 May 2023

Notional Current Account Balance £21,923.86

High Interest Account £4,094.35

Total £26,018.21

Less Bonfire Fund £9,259.26

£16.758.95

23. Date, time and place of next meeting.

Thursday 20 July 2023

Thursday 21 September 2023

Thursday 23 November 2023

All 7.30pm