# STAMBOURNE PARISH COUNCIL

Englewood, Dyers End, Stambourne, Essex C09 4NE

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9 May 2024

I hereby give you notice that the Annual General Meeting of the Parish Council is to be held on Thursday 16 May 2024 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 2024-25

2. Election of Vice Chair for 2024-25

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 14 March 2024 (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

* Fire Risk Assessment (previously circulated)

11. Playing Field

12. Footpaths

13. Highways

14. Planning

15. Insurance Renewal (documents previously circulated)

16. Verge Cutting and BDC Streetscene Agreement 2024

17. Correspondence

18. Accounts for the year ended 31 March 2024 (previously circulated)

* Annual Governance Statement
* Accounting Statement

19. Nominate Person responsible for Finance for 2024-25

20. Nominate Internal Auditor for 2024-25

21. Finance:

Accounts Paid

Nicom IT Services (new laptop and domain) £358.00

Eon (electricity) £11.41

Titan Direct (pavilion chairs – reimburse DH) £902.52

Paul Clark Printing (newsletter) £64.00

Mrs D Hilliard (wages) £766.25

EALC (annual subs) £146.61

Wave (water in pavilion) £39.73

Accounts to be paid

Mr R Wright (pavilion cleaning) £48.00

Monies Received/to be received

ECC verge cut 2023-24 (2nd cut) £651.84

1st half precept £4,505.00

Bank Balances at 9 May 2024

Notional Current Account Balance £13,506.69

High Interest Account £4,128.21

Total £17,634.90

Less Bonfire Fund £4,123.74

£13,511.16

22. Date, time and place of next meeting.

Thursday 18 July 2024

Thursday 19 September 2024

Thursday 21 November 2024

All 7.30pm