# STAMBOURNE PARISH COUNCIL

Englewood, Dyers End, Stambourne, Essex C09 4NE

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13 May 2025

I hereby give you notice that the Annual General Meeting of the Parish Council is to be held on Thursday 22 May 2025 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 2025-26

2. Election of Vice Chair for 2025-26

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 20 March 2025 (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 (NALC 2024 update)
* 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

* Water leak

10. Playing Field

* Installation of grass protection mesh (update)
* Installation of access gate (previously circulated)

11. Footpaths

12. Highways

* Update on potholes – request sent to Cllr Schwier after previous meeting.

13. Planning

14. Insurance Renewal (documents previously circulated)

15. Verge Cutting and BDC Streetscene Agreement 2025 (previously circulated)

16. Accounts for the year ended 31 March 2025 (previously circulated)

* Annual Governance Statement
* Accounting Statement

17. Nominate Person responsible for Finance for 2025-26

18. Nominate Internal Auditor for 2025-26

19. Finance:

Accounts Paid

Mrs D Hilliard (wages and inks £10) £807.16

Wave £48.64

Mr M Fall (reimbursement for toilet seats) £83.98

NVPC Ltd (PAT testing) £76.20

Eden Print (newsletter) £32.00

Donation to VE Day celebration (bonfire fund) £150.00

Accounts to be paid

EALC annual subscription £161.32

Mr N Pyman (reimbursement for gift) £19.00

Monies Received/to be received

First half precept £4874.00

Additional cash in for bonfire night

Total = £1,117.10 less £150 cash donation to

VE day event (to be paid in) £967.10

Bank Balances at 12 May 2025

Notional Current Account Balance £22,294.77

High Interest Account £4,205.13

Total £26,499.90

Less Bonfire Fund £10,908.89

£15,591.01

20. Date, time and place of next meeting.

17 July 2025

18 Sept 2025

20 November 2025

All 7.30pm