

The Public and Press are invited, and all Councillors are summoned, to attend the forthcoming **Parish Council Meeting** of Heybridge Parish Council. The meeting will be held on **Monday 16th May 2022 at 7.30pm** in the Main Hall, Plantation Hall, Colchester Road Heybridge where the under-mentioned business is proposed to be transacted. This meeting will be held in accordance with COVID-19 with secure measures in place.

**Recording of meetings**

Please note the Council may be recording any part of this Meeting held in open session. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

**Amanda Hilton**

**Clerk to Heybridge Parish Council 15th June 2021**

**AGENDA**

1. **Chairman’s Welcome**
2. **Apologies**

Members are reminded LGA1972, s.85 states that apologies for

absence must be received prior to a meeting and Councils Standing

Order 4 v states Committees and Sub Committees may, subject to 4(b) and (c)

appoint and determine the terms of office of the substitute members to a

committee whose role is to replace the ordinary members at a meeting of a

committee if the ordinary members confirm to the Proper Officer no later than

1pm on the day of the meeting.

1.  **Minutes**
2. To receive and confirm the Minutes of the Parish Council meeting held on Monday 26th April 2021 (Appendix 1)
3. To receive the Draft Minutes of the Environment and Facilities Committee Meeting held on Tuesday 27th April 2021 (Appendix 2)
4. To receive the Draft Minutes of the Planning Committee Meeting held on Tuesday 4th May 2021 (Appendix 3)

# Interests

To declare the existence and nature of any ‘personal’ or ‘personal and prejudicial’ interest relating to items on the agenda in accordance with the Code of Conduct for Members. To note any dispensations granted.

Members are reminded to update their Registers of Interests.

1. **Public Participation**

Members of the Public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will at his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

**8.** **Re-opening of Plantation Hall** (to be circulated)

a) To note procedures in place for covid secure reopening of Plantation Hall

Clerk to Report

**9.** **To receive reports from:**

a) County Cllr Durham (if present)

b) District Councillors (if present)

c) MDC Community Engagement Team (to be circulated)



**10** **Schedule of Meetings 2021/2022**

a) To consider and approve Schedule of Meetings 2021/2022 (Appendix 4)

**11. Appointments of Committees, Working Groups and Representatives**

a) To consider appointments of members to serve on the Planning Committee

(7 Council Members along with the Chairman of the Parish

Council and to approve the Planning Committee Terms of Reference

(Appendix 5)

b) To consider appointments of members to serve on the Events Committee

(6 members and to approve the Events Committee Terms of Reference

Appendix 6)

c)To consider appointments of members to serve on the Environment and Facilities Committee (6 members and to approve the Environment and Facilities Committee Term of Reference Appendix 7)

d) To consider appointments of members to serve on the Personnel Committee (4 Council members along with the Chairman of the Parish Council and to approve the Personnel Committee Terms of Reference Appendix 8)

e) To consider forming a Budget Committee and consider membership.

f) To consider the appointment of Lead Cllrs for the following:

i. Maldon and Heybridge Life Magazine – Currently the Clerk

ii. Tourism and Leisure Representative

iii. Health Matters

iv. School Liaison Representative

v. Heybridge Cemetery Representative

vi. Parish Passenger Transportation

vii. Elms Farm Park Conservation Group

viii. Chelmer Canal Trust

ix Parish Emergency Co-ordinator – Currently the Clerk

x. Rural Community Council of Essex (RCCE)

xi. Plantation Hall Extension Working Group

xii. Local Highway Panel Representative to liaise with District Representative – Currently Clerk

xiii. To note Les Hammans happy to continue appointment of Tree Warden

xiii. Any other bodies members wish to consider.

**12. Charity of the Year**.

a) To consider Charity of the Year be carried forward due to lack of events

held due to Lockdown. (Farleigh Hospice and Heybridge Preschool current

charities)

**13. General Power of Competence**

To note General Power of Competence remains in place.

**14. Annual Governance Review**

a) To receive a report from the Clerk (to be circulated)

**15. Financial Matters**

a) To receive updated statement of accounts for March 2021(Appendix 9)

b) To receive the bank reconciliation for March 2021 (Appendix 10)

c) To approve the Annual Governance Statements for 2020/2021.

* We have put in place arrangements for financial management during the year and for the preparation of the accounting statements.
* We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
* We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
* ****We provided proper opportunity during the year for the exercise of Electors’ rights in accordance with the requirements of the Accounts and Audit regulations.
* We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
* We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
* We took appropriate action on all matters raised in reports from internal and external audit.
* We considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year end, have a financial impact on this authority and where appropriate, have included them in the accounting statements.

1. To approve the Annual Accounting Statements for 2020/2021(Appendix 11 to be circulated)
2. To appoint John Williams as Auditor for 2021/2022.
3. To receive and consider schedules of payments including invoices and accounts for payments dated 4th May 2021 (already circulated and approved) and 17th May 2021 to be circulated.

**16. Local Issues** 

a) To note any items for inclusion on the Agenda for the next meeting of the Parish Council due to be held on Monday 21st June 2021.

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**17. Correspondence**

a) To note correspondence received and any actions to be taken.

# 18. Future meetings

a) The next meeting of the Environment and Facilities Committee will be held

on Monday 24th May 2021 at 7.30pm.

b) The next meeting of the Planning Committee will be held on Monday 7th

June 2021 at 7.30pm.

c) The next meeting of the Events Committee will be held on Monday 14th

June 2021 at 7.30pm

d)The next meeting of the Parish Council will be held on Monday 21st June 2021 at 7.30pm.