

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 19th June 2023 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

**Amanda Hilton**

**Clerk to Heybridge Parish Council 13th June 2023**

**AGENDA**

Chairs Welcome

1. Apologies
2. To receive Members Declarations of Office and Register of Interests.

 Members are reminded to update their Register of Interest Forms regularly.

1. a)To receive a report from the Clerk regarding co-option.

 b) To consider co-option of candidates.

1. Apologies for absence
2.  **Minutes**
3. To receive and confirm the Minutes of the Parish Council meeting held on Monday 17th April 2023 (Appendix 1)
4. To receive the Draft Minutes of the Environment and Facilities Committee Meeting held on Tuesday 24th April 2023 (Appendix 2)
5. To receive the Draft Minutes of the Planning Committee Meeting held on Tuesday 2nd May (Appendix 3)

#  Interests

Members are reminded that they are required to declare and Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded they will need to repeat their declaration at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must declare similarly at the appropriate time.

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. A maximum of **10** minutes will be allowed.

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

 a) Community Engagement Officer (if present)

 b) District members (if present)



**10.** **Schedule of Meetings 2023/2024**

a) To consider and approve Schedule of Meetings 2023/2024 (Appendix 4)

**11. Consultations and Policies**

a) To agree to adopt all policies. Members are to note all polices have been reviewed and circulated to members.

b) To agree the Action Plan for 2023/2024 (Appendix 5)

**12. General Power of Competence.**

 To adopt the General Power of Competence.

**13. 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 6)

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

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

Appendix 7)

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 8)

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 9)

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. Parish Passenger Transportation

vi. Elms Farm Park Conservation Group

vii. Chelmer Canal Trust

ix Parish Emergency Co-ordinator – Currently the Clerk

x. Rural Community Council of Essex (RCCE)

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

xiii Heybridge Maldon Climate Action Group

xiii. Any other bodies members wish to consider.

**14. Charity of the Year**.

a) To receive nominations for the Charity of the Year.

 b) To approve the Charity of the Year.

**15. Clerks Report** (Appendix 10)

a) Annual Governance Review

 b) To consider advertising cost for the Heybridge Life

 c) To consider promoting The Light Project

 d) To note the Pop-up Prom Shop event was hugely successful.

 e) To receive an update on the planned extension.

f) To note arrangements for the Annual Parish Meeting to be held on Monday 22nd May 2023 at 7.00pm.

**16. Financial Matters**

 a) To receive updated statement of accounts for March 2023(Appendix 11)

 b) To receive the bank reconciliation for March 2023 (Appendix 12)

 c) To approve the Annual Governance Statements for 2022/2023

* 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 2022/2023(Appendix 13)
2. To appoint John Williams as Auditor for 2023/2024
3. To approve list of regular payments made by Direct Debit, BACS, to include contractors, utilities and staff salary payments (HMRC and Pension) (to be circulated)
4. To receive and consider schedules of payments including invoices and accounts for payment dated 15th May 2023. (to be circulated)
5. To consider membership to the Maldon and Heybridge Harbour association (Clerk to report)

**17. 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 19th June 2023.

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**18. Correspondence**

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

* Ride London Event Saturday May 27th, 2023. Members are asked to consider opening times for the hall.

**19. Training**

 a) To consider action for training requests. Clerk to report

# 20. Future meetings

a) The next meeting due to be held will be the APM on Monday 22nd May

2023 at 7.00pm

b) The next meeting of the Planning Committee will be held on Monday 5th June 2023 at 7.30pm.

c) The next meeting of the Events Committee will be held on Monday 12th June 2023 at 7.30pm.

d) The next meeting of the Parish Council will be held on Monday 19th June 2023 at 7.30pm.

e) The next meeting of the Environment and Facilities Committee will be held on Monday 26th June 2023 at 7.30pm.