

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 20th June 2022 at 7.30pm** in the Main Hall, Plantation Hall, Colchester Road Heybridge where the under-mentioned business is proposed to be transacted.

**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 14th May 2022**

**AGENDA**

**1** **a) To receive the Chairman’s Declaration of Acceptance of Office**

**2. Chairman’s Welcome**

**3.** **Apologies for absence**

**4.** **Minutes**

a) To receive and confirm the Minutes of the Statutory Parish Council meeting held on Monday 16th May 2022 (Appendix 1)

 b) To receive the draft minutes of the Environment and Facilities Committee held on Monday 30th May 2022 (Appendix 2)

c) To receive the draft minutes of the Planning Committee held on Monday 6th June 2022 (Appendix 3)

**5** **Interests**

 Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. Members are also reminded that they are also required to declare an interests as soon as they become aware should the need to arise throughout the meeting.

**8.** **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 questions(s) or proposes to put the item on the agenda for the next meeting.

**9. To receive presentation from PC John Davey Essex Police Rural Engagement Team.**

**10.** **To receive Reports From**

 a) County Councillors

 b) District Councillors

 c) MDC Community Engagement Team (to be circulated)

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

a) To consider appointment of 3 members to serve on the Planning Committee.

b) To receive a report from the Clerk and consider appointment 6 members to serve on the Events Committee, and to approve the Terms of Reference (to be circulated)

 c) To consider the appointment of 3 members to serve on the Environment and Facilities Committee

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

 i. Tourism and Leisure Representative

**12. Charity of the Year**

 a) To consider nominations for Charity of the Year 2022/2023

**13. Annual Governance Review**

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

**14. General Power of Competence**

 To note Power of Competence remains in place.

**15. Financial Matters**

 a) To receive updated statement of accounts for March 2022 (Appendix 10)

 b) To bank reconciliation for March 2022 (Appendix 11)

 c) To approve the Annual Governance Statements For 2021/2022.

* 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 not 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 Elector’s 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 in the accounting statements.

d) To approve the Annual Accounting Statements for 2021/2022 (Appendix 11 to be circulated)

e) To appoint John Williams as Auditor for 2022/2023

f) To appoint one member as Bank Verifier.

g) To receive and consider schedules of payments including invoices and accounts for payments dated 3rd May (already circulated and approved Appendix 12) and 16th May 2022 to be circulated.

h) To approve the payment of staff salaries for the year.

**16 Correspondence**

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

**19. Future Meetings**

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

 be held on Monday 23rd May 2022 at 7.30pm

 b) The next meeting of the Planning Committee will be held on Monday 6th June 2022 at 7.30pm

 c) The next meeting of the Events Committee will be held on Monday 13th June 2022 at 7.30pm

 d) The next meeting of the Parish Council will be held on Monday 20th June 2022 at 7.30pm.