

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 15th November 2021 at 7.30pm** in the Claydon Room, 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 9th November 2021**

**AGENDA**

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

 To receive apologies.

#  Interests

Members are reminded they are required to Declare any Disclosable Pecuniary Interest, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the Agenda. Unforeseen interests must be declared similarly at the appropriate time.

1.  **Minutes**
2. To receive and confirm the Minutes of the Parish Council meeting held on Monday 18th October 2021 (Appendix 1)
3. To receive the draft minutes of the Environment and Facilities Committee meeting held on Monday 25th October 2021 (to be circulated)
4. To receive the Draft Minutes of the Planning Committee Meeting held on Monday 1st November 20121 (to be circulated)
5. To receive the Draft Minutes of the Events Committee Meeting held on Monday 8th November 2021 ( to be circulated)

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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.

**6.** **To receive reports from:**

 a) County Cllr Durham

 b) District Councillors

 c) MDC Community Engagement Team (to be circulated)

**7.** **Clerks Report** (to be circulated)

1. To receive a report regarding Plantation Hall

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

a) To consider appointments of 2 membesr to serve on the Planning Committee.

b) To consider appointments of 1 member to serve on the Events Committee.

**9. Committee updates**

a) To receive a report from the Chairman of the Planning Committee.

 b) To receive a report from the Chairman with regards to Events.

 c) To receive a report from the Chairman of the Environment and Facilities Committee.

**10. Financial Matters**

 a) To receive updated statement of accounts for October 2021(to be circulated)

 b) To receive the bank reconciliation for October 2021 (to be circulated)

 c)To receive and consider schedules of payments including invoices and accounts for payments dated 15th November 2021.

 d) To consider Draft Budget for 2022/2023.

 e) To set the Budget for 2022/2023

 f) To agree the Precept for 2022/2023.

 g) To consider donation request from Heybridge Brownies ( App

**11. Training Requests**

 a) To consider training request from the Clerk and Financial and Administration Officer to obtain the Financial Introduction to Local Council Administration (FILCA) at a cost of £120.00 plus VAT each.

**12. 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 20th December 2021.



**13. Correspondence**

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

# 14. Future meetings

a) The next meeting of the Planning Committee will be held on Monday

 6th December 2021 at 7.30pm.

1. The next meeting of the Events Committee will be held on Monday

 6th December at 7.00pm and 13th December 2021 at 7.30pm.

1. The next meeting of the Parish Council will be held on Monday 20th December 2021 at 7:30pm.

 d) The next meeting of the Environment and Facilities Committee will be held on Monday 22nd November 2021 at 7.30pm.