

Chelmer Village Parish Council Annual Council Meeting

You are hereby summoned to the Annual Council Meeting to be held in the Council Chambers, Springfield Parish Centre, St Augustines Way, Springfield, Chelmsford, Essex, CM1 6GX on **Tuesday 7th May 2024 at 7.00pm.**

C. Milligan

Clare Milligan

Clerk of the Council

1st May 2024

CLlr Membership: G Walker, E Schultz, D Lumley, E Nnadi, S King, R Stringer, Y Spence, S Sullivan, A Chong and S Bryne-Lagrué.

The press and the public are cordially invited to join the meeting.

AGENDA

1. Election of Chair

2. Chair to sign the Declaration of Acceptance of Office

3. Election of Vice Chair

4. Declarations of Acceptance of Office

All Councillors to receive the Acceptance of Office form, sign and return to the Clerk.

5. Apologies for Absence

To receive and agree any apologies for absence.

6. Registration of Members' Interests

Members to receive a new Register of Interests form and are reminded of the need to complete a Register of Interests form within 28 days of taking office. Members are to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests relating to items on the agenda, having regard to the Code of Conduct for Members and having taken appropriate advice before the meeting.

7. Committees, Representatives for External Bodies and Members of Working Parties

To appoint members and Chairs to existing committees, appoint new committees, if appropriate, appoint representatives for external bodies and appoint members of working parties.

8. Minutes of Full Council

To receive and agree the minutes of the Full Council meeting on 5th March 2024.

9. Public Question Time

The Chair will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

10. Minutes of Committee meetings

To receive and note the minutes of the Environment, Village Green and Planning Committee meetings held on 19th March 2024 and 9th April 2024.

11. Clerk's Report

To receive an update report from the Clerk on matters from the meeting on the 5th March 2024 which are not on the agenda.

12. Code of Conduct

To receive the Code of Conduct and agree for 2024/25.

13. Standing Orders

To receive the Standing Orders and agree for 2024/25.

14. Terms of Reference

To receive and agree the Terms of Reference for all the Council committees for 2024/25.

15. Meeting dates

In line with the Terms of Reference agree the frequency of all meetings and agree the new meeting date list for 2024/25.

16. Internal Auditor for 2023/24

To agree the Internal Auditor for the financial year 2024/25.

17. Finance

To receive and agree the income and expenditure for April 2024 including the invoices paid in April 2024 and those due for payment in May 2024.

To receive and agree the bank reconciliation for March 2024 and April 2024.

To receive a budget summary for April 2024.

To agree to add the Clerk to the CCLA mandate for full access to the account.

To receive an update from the working group on the financial asset split between Chelmer Village Parish Council and Springfield Parish Council and agree any actions.

18. Insurance

To receive the renewal quote for the insurance for 2024/25 for retrospective agreement.

19. Council Logo

To discuss any ideas for the new logo and decide on any actions to be taken.

20. Matters for Information

An opportunity for councillors to report matters of interest and to suggest items for future agendas.

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