



Great Bromley Parish Council

Notice is hereby given that the Annual Meeting of the Council will be held at Great Bromley Village Hall on Wednesday 8th May 2024, commencing at 7.00pm

E H Ridout

Lizzie Ridout

Parish Clerk and Responsible Finance Officer

Saturday 27th April 2024

AGENDA

(Current post holders are noted in parentheses)

1. Election of Chairman

To elect the Council's Chairman for the 2024-25 municipal year, and to sign the Acceptance of Office.

2. Election of Vice-Chairman

To appoint the Council's Vice-Chairman for the 2024-25 municipal year.

3. Minutes of the last meeting

To approve the minutes of the Annual Meeting held on Wednesday 17th May 2023, previously circulated.

4. Register of Members' interests

Members to notify the Clerk separately of any changes in, or additions to, their interests.

5. Council appointments

To agree the following Council appointments:

- | | |
|-------------------------------------|-----------------------------|
| a) Responsible Financial Officer | (Clerk) |
| b) Accounts Monitoring Officer | (Cllr Blowers) |
| c) Internal auditor | (Clacton Business Services) |
| d) Council Website and Social Media | (Clerk) |
| e) Community Speedwatch Coordinator | (Cllr G Smith) |
| f) Tree Warden | (Col M Frostick OBE) |
| g) Footpath Liaison | (Cllr Mander & Cllr Smith) |
| h) Personnel Committee | (Appointed as required) |

6. Appointment of Council representatives

To agree the Council's representatives on the following bodies:

- | | |
|----------------------------------------------------|----------------|
| a) Great Bromley Village Hall Committee | (Cllr Mander) |
| b) Hare Green Recreation Ground Representative | (Cllr Hardy) |
| c) Parish Passenger Transport Representative | (VACANT) |
| d) The Messenger Management Committee | (Cllr G Smith) |
| e) Emergency Planning Representative | (VACANT) |
| f) Tendring District Association of Local Councils | (Cllr Fairley) |
| g) Emergency Planning representative | (Cllr Lord) |

7. Councillors' allowances for 2024-25

To determine the Chairman's and Councillors' annual allowances for 2024-25 based on TDC's Remuneration Panel's recommendations.

8. Banking Arrangements for 2024-25

To confirm that the Parish Council should continue to bank with HSBC Bank as per its current terms of business, with two approved signatories required to operate each of the two accounts. To agree that three of the Council's bank signatories will continue to be: Cllr Owen Blowers, Cllr David Hardy and Cllr Carole Mander, and to appoint a fourth signatory to replace Cllr Rob Lord.

9. Administrative and financial matters

To note that the following documents, which have been approved by the Council and provided by the Clerk to all members, governed the Council's business:

- i) Code of conduct 2015 (revised January 2018)
- ii) Standing Orders 2016
- iii) Financial Regulations 2016
- iv) Complaints procedure Feb 2016
- v) Budget for 2024-25 (with agreed precept)

To note that the general legal and financial framework for the Council's activities are laid-down in the following publications which are held by the Clerk: Local Council Administration (13th Edition 2022) and Governance and Accountability for Local Councils (2010).

10. Council's 2023-24 accounts

- a) To receive a report by the Council's Accounts Monitoring Officer and consider and adopt the findings of his review of the effectiveness of the council's internal control and audit procedures.
"In accordance with the Council's Financial Regulations, our internal financial controls are confirmed as being in accordance with proper practice. In-year reviews take place at the monthly meetings of the Parish Council and an end of year review takes place prior to the accounts being submitted to our auditor." Cllr Blowers.
- b) To approve the Council's accounts for 2023-24.
- c) To approve the annual return to the external auditor, including the accounting and governance statements (statements circulated).

11. Hare Green recreation ground boundary: leylandii trees

To agree the annual letter to a resident with trees on Council land.

12. To agree the Council's meeting dates for 2024-25.

Wednesday	12 th	June
Wednesday	10 th	July
Wednesday	14 th	August
Wednesday	11 th	September
Wednesday	9 th	October
Wednesday	13 th	November
Wednesday	11 th	December
Wednesday	8 th	January
Wednesday	12 th	February
Wednesday	12 th	March
Wednesday	9 th	April
Wednesday	14 th	May