**HEYBRIDGE BASIN PARISH COUNCIL**

**To the members of Heybridge Basin Parish Council**

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming **Parish Council Meeting** of Heybridge Basin Parish Council. The meeting will be held at **The Lock Tea room Basin Road, Heybridge Basin, CM9 4RS on Tuesday 18th June 2024 at 06:30pm,** to transact the following business:

**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 of speaking are deemed to be giving permission to be included in the recording.

Signed: Gemma Lake Date: 13th June 2024

Clerk to Heybridge Basin Parish Council.

**AGENDA**

1. **Chair’s Welcome.**

1. **To note apologies for absence.**
2. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

*Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.*

1. **To sign as a correct record the minutes of the Annual Statutory meeting held on 20th May 2024.**
2. **To receive a report from:**

* **District Councillors**
* **County Councillor**
* **Essex Association of Local Councils (EALC) Representative**
* **Heybridge Basin Neighbourhood Watch**

1. **Finance.**
2. To approve
3. Payment requests for May/June 2024 *(schedule to be circulated).*
4. Receipts for May/June 2024 *(schedule to be circulated).*
5. To discuss the Councils Reserves and agree any action to be taken.
6. **Annual return for the year ending 31st March 2023**
   1. To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2023/24
   2. To approve and sign the Accounting Statements (Section 2) of the AGAR for 2023/24.
   3. To note and approve the Internal Audit Report from April Skies Ltd for 2023/24.
   4. To approve date of inspection by Electors.
7. **Personnel Committee** 
   1. To confirm the committee members and agree any action to be taken.
   2. To approve the Terms of Reference.
8. **Training**
   1. To consider registering members onto any relevant training courses.
9. **Planning Applications**
10. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
11. **Daisy Meadow Car Park (DMCP)**
    1. To receive an update from the Working Group and agree any action to be taken.
12. **Goal Posts/Basketball hoops** 
    1. To receive an update from the Clerk and agree any action to be taken.
13. **D-Day 80**
    1. To receive an update from the Working Group and agree any action to be taken.
    2. To disband the Working Group.
14. **Correspondence**
15. To note correspondence received and any actions to be taken.
16. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded, and they are instructed to withdraw.**
17. **Formal Complaint** 
    1. To receive a report from the Clerk and agree any action to be taken including a formal response.

Clerk Contact details: [clerk@heybridgebasinpc.org.uk](mailto:heybridgebasinpc@gmail.com)

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)