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

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming **STATUTORY Annual Parish Council Meeting** of Heybridge Basin Parish Council. The meeting will be held at **St George’s Community Room, Basin Road, Heybridge Basin, CM9 4RJ on Tuesday 20th May 2025 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: 14th May 2025

Clerk to Heybridge Basin Parish Council

**AGENDA**

1. **Election of Chair**

To elect a Chair for the year 2025-26 and to sign Declaration of Acceptance of Office.

1. **Election of Vice Chair**

To elect a Vice Chair for the year 2025-26.

1. **To receive 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. **General Power of Competence**
   1. To resolve to use the General Power of Competence in the forthcoming year.
2. **To sign as a correct record the minutes of the full council meeting held on 29th April 2025.**
3. **To receive a report from the District and County Councillors for the area on any matters of interest.**
4. **On-Street Parking**
   1. To receive the report from South Essex Parking Partnership (SEPP) and agree any action to be taken.
5. **Co-Option** 
   1. To receive an update from the Clerk and agree any action to be taken.
6. **Public Forum (15 minutes)**

*Members of the Public will be given an opportunity to put forward their question(s) or statement to the Council. The Chair will at their discretion then decide if they are able to answer the question(s) or proposes to put the item on the agenda for the next meeting.*

1. **Planning**
2. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
3. **Meetings for 2025/2026**
4. To consider the location of Full Parish Council meetings and agree any action to be taken.
5. To agree on the dates of Full Parish Council meetings up to and including the next annual meeting of the Parish Council.
6. **Finance.**
7. To approve
8. Payment requests for April/May 2025 *(schedule to be circulated).*
9. Receipts for April/May 2025 *(schedule to be circulated).*
10. The continued use of direct debit for the payment of the following:

Staff pension, Unmetered power supply, Green Recycling and ICO.

1. To reaffirm bank account signatories and review if there is a need for any amendments.
2. To appoint one member as Bank Verifier.
3. To consider renewal of membership with the Maldon & Heybridge Heritage Harbour Association at a cost of £20.
4. **Appointments of Committees, Working Groups and Representatives**
5. To consider the continuation of the Daisy Meadow Car Park Working Group and appointing members.
6. To confirm the continuation of Delegated Authority within Daisy Meadow Car Park to the Clerk.
7. To appoint members to serve on the Personnel Committee (3 minimum) and to approve the Personnel Committee Terms of Reference.
8. Any other committee or Working Group as considered appropriate.
9. To appointment one representative each to the following bodies:
10. Maldon and Heybridge Heritage Harbour Association
11. Chelmer Canal Trust
12. 20’s Plenty for Essex
13. Maldon Transport Group
14. Any other representative as considered appropriate.
15. **Policies and Procedures**
    1. To confirm the following policies reviewed by the Clerk with no amendments:
    * Freedom of Information
    * Publication Scheme

* Code of Conduct
* Reserves Policy
* Investment Policy
  + Complaints Policy
  + Data Protection Policy
  + Data Retention Policy
  + Donation Policy
  + Equality and Diversity Policy
  + Health and Safety Policy
  + Press and Media Policy
  1. To review the amended Standing Orders and agree any action to be taken.
  2. To consider adopting a Scheme of Delegation for the Clerk and agree any action to be taken.

1. **Clerks Report**
   1. To receive information from the Clerk – update on current and on-going matters.
2. **Correspondence**
3. To note correspondence received and agree any actions to be taken.
4. **Newsletter**
   1. To agree items to be included in the next Parish Council Newsletter and delegate articles to Councillors.

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

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