

Stanstead Parish Council

**Notice of Annual Parish Council Meeting
to be held at Stanstead Village Community Centre
on Monday 19th May 2025 at 7.30pm after the Annual Parish Assembly Meeting**

AGENDA

*All members of the council are hereby summonsed to attend the meeting
for the purpose of considering and resolving upon the business to be transacted
as set out hereunder*

01.05	Election of Chair
02.05	Election of Vice Chair
03.05	Chairman's Welcome and apologies for absence
04.05	To receive Chair's acceptance of office form
05.05	For members to declare any interests they may have on items on the agenda and agree any dispensations to stay - Disclosable Pecuniary Interests - Other Registrable Interests - Non-Registerable Interests
06.05	To adopt minutes of the council meeting held on 24 th March 2025
07.05	To adopt minutes of extraordinary council meeting held on 23 rd April 2025
08.05	To receive /acknowledge reports from: District Cllr M Holt /S Plumb & County Cllr R Kemp
09.05	Public Forum members of the public are invited to question Councillors and /or speak on any Parish matters
10.05	To review and adopt the following policies: - Standing Orders - Financial Regulations - Risk Assessment & Management - Councillors Code of Conduct - Financial Controls - Process for online payments - Fire Risk Assessment - Complaints Procedure
11.05	To receive internal audit report completed by Suffolk Association of Local Councils (SALC). To discuss auditor's comments /recommendations and to agree the Parish Council action plan
12.05	To approve invoices /accounts for payment, monitor income and monitor budget position to 31.3.2025
13.05	To approve and sign Community Infrastructure Levy (CIL) return
14.05	To agree & approve end of year accounts /financial information 24-25: - Receipts & payments - Reconciliation to bank statement - Reserves position

	d. Analysis of variances e. Asset Register f. To note no section 137 spending occurred
15.05	Annual Governance & Accountability Return 24-25: a. To approve & sign Certificate of Exemption b. To receive Annual Internal Audit Report completed by SALC c. To approve & sign Annual Governance Statement (Section 1) d. To approve & sign Accounting Statement (Section 2) e. To approve contact details form f. To approve the Notice for the Exercise of Public Rights
16.05	To review insurance requirements
17.05	Playground update including: a. Wooden gate replacement b. Quarterly inspections c. Cleaning of Combination Goal d. Signs
18.05	Community Centre update including: a. Working party meeting /advice from SALC update b. To confirm installation of textile recycling bank
19.05	Neighbourhood Plan update including: a. Working party meeting update b. To confirm Grant monitoring report completed
20.05	To approve changes to the bank mandate
21.05	Church clock update
22.05	Defibrillator update
23.05	Notice Boards - revamp update
24.05	Bus Shelters - cleaning update
25.05	Benches - maintenance update
26.05	Village sign - maintenance update
27.05	Trees on Suffolk County Council land (village green) update
28.05	Gov.uk domain and village website update
29.05	Parish Council Facebook page update
30.05	To agree future meeting dates
31.05	To sign clerk's timesheet and approve payment of overtime
32.05	Matters to be brought to the attention of the Councillors /items for the next meeting's agenda: • Tree condition survey /maintenance schedule /work completed • Thermal imaging project update
33.05	Date of next meeting – Monday 28 th July 2025

Gail Claydon Clerk to Stanstead Parish Council 3.5.2025

All members of the press and public are invited to attend