



## **EARLS COLNE PARISH COUNCIL- Annual Meeting**

Members of Earls Colne Parish Council are summoned to the Annual Parish Council Meeting to be held at

**7pm on Wednesday 21<sup>st</sup> May 2025** in the Village Hall, York Road, Earls Colne, CO6 2RN

Date posted 13<sup>th</sup> May 2025 by Clerk of Earls Colne Parish Council, Telephone: 01787 224 370

E-mail: [clerk@earlscolne-pc.gov.uk](mailto:clerk@earlscolne-pc.gov.uk)

**The press and public are cordially invited to attend this meeting.**

### **AGENDA**

1. Welcome
2. Election of Chair 2025/26
3. Declarations of Acceptance of office ( all councillors)
4. Briefing from Chair:
  - a. Welcome – (reflection of the past 12 months)
  - b. Resignations /Absence
5. Declarations of Interest
6. To approve the minutes of the following meeting: Parish Council Meeting 16th April 2025
7. Essex County Council Matters
8. Braintree District Council Matters
9. Public Participation Session with respect to items on the Agenda:
10. Finance
  - a. Financial reports
  - b. Confirmation of appointment of the Responsible Financial Officer
  - c. To review and agree Financial and Reputational Risk Assessment
11. Governance
  - a. Annual review of Policy Documents as detailed on the website, with priority to:-
    - i. Code of Conduct
    - ii. Standing Orders
    - iii. Financial Regulations Policy
  - b. Agreement of future meetings of the Council, including dates for annual meetings in 2026 and location.
12. Urgent items for approval:
  - a. Additional S106 funds allocated facilitate those requiring hard standing access (buggies, wheelchairs/disability vehicles)
  - b. Approval for selection of supplier to support planning application for Village Hall windows and associated cost.
13. Matters for next meeting agenda