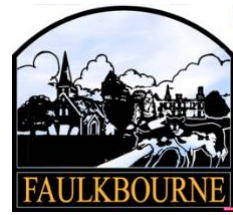


WHITE NOTLEY & FAULKBOURNE PARISH COUNCIL




Clerk: Angela Balcombe
6 Shires Close, Great Notley,
Braintree, Essex CM77 7FT

Tel: 01376 550927
E-mail: angiebalc@aol.com



Councillors are hereby summoned to attend the Annual Meeting of White Notley and Faulkbourne Parish Council which will be held at **White Notley Village Hall** on **Tuesday 27 May 2025 at 7.30pm** for the purpose of transacting the business set out on the attached agenda.

SIGNED (CLERK):  DATE: **19 May 2025**
THE PRESS AND THE PUBLIC
ARE CORDIALLY INVITED TO ATTEND

AGENDA

25/96. ELECTION OF CHAIRMAN.

To elect a Chairman for the Civic Year 2025/26.

- The Chairman to sign the Declaration of Acceptance of Office of Chairman.

25/97. ELECTION OF VICE-CHAIRMAN.

To elect a Vice-Chairman for the Civic Year 2025/26.

25/98. APOLOGIES FOR ABSENCE.

To receive and accept apologies for absence.

25/99. MINUTES OF THE LAST MEETING.

To approve the minutes of 22 April 2025 as a correct record of events.

25/00. PROGRESS CHECK / ACTION PLAN.

To receive an update on any actions from the last meeting.

25/01. DECLARATION OF INTERESTS.

To receive any Disclosable Pecuniary Interests, Personal and Prejudicial Interests, or Personal Interests relating to items on the agenda.

25/02. PUBLIC FORUM.

There will be 15 minutes available for public question time.

25/03. REPORTS.

- **County Councillor Report.**
- **District Councillor Report.**
- **Community Speed Watch/SID Report.**

25/04. COUNCIL WEBSITE & EMAIL ADDRESSES.

To consider updating the website and email addresses for the Clerk and Councillors to a .gov.uk address.

25/05. FINANCE.

102448 £62.80 Braintree District Council (Community Transport)
102449 £39.30 James Todd & Co Ltd (Payroll)
102450 £542.91 A Balcombe (Salary/PAYE/Office Expenses)
102451 £848.74 Clear Insurance Management Ltd (Insurance)
D/D £53.28 A & J Lighting Solutions (Lighting Maintenance)
D/D £TBA npower Business Solutions (Electric Supply Streetlighting)

25/06. ACCOUNTS YEAR ENDING 2024/25.

To approve the year-end accounts for 2024/25.

As the gross income/expenditure for 2024/25 is above £25,000, the Council must complete the Annual Governance and Accountability Return 2024/25 Form 3 which must be externally audited.

The Chairman and Responsible Financial Officer to sign:

- (i) Annual Governance Statement.
- (ii) Accounting Statements.

25/07. CORRESPONDENCE TO NOTE.

National Grid - Project Update (circulated).

25/08. INFORMATION EXCHANGE / NEXT AGENDA ITEMS ONLY.**25/09. MEETING DATES 2025.**

27 May (Annual Meetings), 24 June, 22 July (Faulkbourne), 23 September, 28 October (Faulkbourne), 25 November (Budget Meeting), 16 December.

All meetings are on the fourth Tuesday of the month at 7.30pm except December's meeting which is a week earlier.

CLOSE OF MEETING.