

## GREAT HORKESLEY PARISH COUNCIL

Dear Councillors,

You are hereby summonsed to attend the Annual meeting of Great Horkesley Parish Council on **Tuesday 19<sup>th</sup> May 2026 at 7.30pm or immediately following the Annual Parish Meeting, whichever is later**, which will be held in Great Horkesley New Village Hall, for the purpose of transacting the business as set out in the Agenda below.

Members of the public and press are welcome to attend. Please contact the Clerk prior to the meeting if you wish to participate in the Public Open Forum.



Teri Duckworth – Parish Clerk & RFO

### AGENDA

#### **26/001 Election of Chairman for the Council Year 2026/27**

To elect a Chairman for the municipal year, following which the Chairman will duly sign the Declaration of Acceptance of Office.

#### **26/002 Apologies and Reasons for Absence**

To receive apologies from absent members and approve those considered acceptable.

#### **26/003 Declaration of Interests**

- (a) To receive any declarations of interest, whether registered or not, in respect of any item of business on this agenda. Where a disclosable pecuniary interest or a prejudicial non-disclosable pecuniary interest has been declared, the member must withdraw from the meeting while the item is discussed and decided.
- (b) All Councillors to review their Register of Interests form.

#### **26/004 Minutes of Previous Meeting**

To approve and sign the minutes of the Parish Council Meeting held on 21<sup>st</sup> April 2026 as a true and accurate record.

#### **26/005 Annual Parish Meeting**

To note matters raised by members of the public attending the Annual Parish Meeting earlier this evening and identify those which should be placed on the agenda of a future meeting of the Council.

#### **26/006 Reports from Members and Officers of Other Authorities**

To receive reports and updates from Colchester City and Essex County Councillors, if present, and from Parish Councillors in respect of their allocated responsibility.

*Colchester City Council Rural North members: Cllrs Laws, Rowe and Sunnucks*

*Essex County Council Constable Division member: Cllr Naylor*

**26/007 Election of Vice-Chairman for the Council Year 2026/27**

To elect a Vice-Chairman for the municipal year.

**26/008 Establishment of Committees**

- (a) To resolve to appoint members to the Finance Committee.
- (b) To resolve to appoint members to the Planning & Highways Committee.
- (c) To resolve to appoint members to the Village Hall Management Committee.
- (d) To resolve to appoint members to the Jubilee Green Committee
- (e) To resolve to appoint members to the Personnel Committee.
- (f) To resolve to form any other Committees and appoint members to them.

**26/009 Appointments to Outside Bodies**

- (a) To resolve to appoint a member as a representative to the Colchester Association of Local Councils (CALC).
- (b) To resolve to appoint a member as a representative to the Colchester and Tendring Parish Transport meetings.
- (c) To resolve to appoint a member as a member of the Old Village Hall Management Committee.
- (d) To review and approve Councillor responsibilities.

**26/010 Finance**

- (a) To resolve to appoint the Clerk as Responsible Financial Officer for the municipal year.
- (b) To agree to renew the Clerk's membership with SLCC at a cost of £253 for the year.
- (c) To note the Statement of Accounts as at 30<sup>th</sup> April 2026, and a member that is not a bank signatory check and sign that balances reconcile with those on the April bank statements and carry out a spot check of the bank reconciliation.
- (d) To approve the April payments lists in accordance with the 2026/27 Budget.
- (e) To resolve the pay the Chairman an allowance of £250 to cover expenses during the municipal year.
- (f) To resolve to appoint an independent and competent internal auditor.
- (g) To agree which insurance policy quote to accept to start 1<sup>st</sup> June 2026.
- (h) To resolve to release funds to village organisations as follows, for grant applications received and approved for the 2026/27 financial year, as previously recommended by the Finance Committee (F25/15 and 25/093).

1 <sup>st</sup> Great Horkesley Scout Group	£1,000
Friends of Bishop William Ward School	£1,100
Great Horkesley Community Events Group	£1,000
Great Horkesley Parochial Church Council	£1,000

**26/011 Council Governing Documents**

- (a) To review and approve the Councillor Code of Conduct.
- (b) To review and approve the Council's Standing Orders.
- (c) To review and approve the Council's Scheme of Delegation.
- (d) To review and approve the Terms of References for:

- i. The Finance Committee
- ii. The Planning & Highways Committee
- iii. The Village Hall Management Committee
- iv. The Jubilee Green Committee
- v. The Personnel Committee

**26/012 Planning**

To receive reports of any new urgent Planning matters.

**26/013 Highways**

To receive reports of any new urgent Highways matters.

**26/014 Village Hall**

To receive reports of any new urgent matters regarding the Village Hall.

**26/015 Jubilee Green & Public Spaces**

- (a) To note that the Assistant Clerk is booked on to a Routine Playground Inspection course and examination in June.
- (b) To receive reports of any other urgent matters regarding public spaces.

**26/016 Clerk's Report**

To note the Clerk's report to date, including a list of resolutions agreed at earlier Parish Council meetings and any progress to date.

**26/017 Village Warden**

- (a) To note the Village Warden's report to date.
- (b) To agree whether to increase the hourly rate paid to the Village Warden (contractor).

**26/018 Parish Communication & Social Media**

- (a) To agree the Council's strategic objectives and purposes for the coming year, for use in social media posts.
- (b) To agree which important points from the meeting should be communicated to residents.

**26/019 Dates of Meetings for the Year Ahead**

To confirm the dates and times for Council and Committee meetings for the municipal year.