



Annual Parish Council Meeting of Mistley Parish Council to be held on Monday 18th May 2026 commencing at 7.30pm at Mistley Village Hall

Dear Councillors

Notice of Meeting/Summons – You are summoned to the Annual Parish Council Meeting of Mistley Parish Council which will take place on Monday 18th May 2026 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
12th May 2026

A G E N D A

1. **Nomination of Chairman and Declaration of Acceptance of Office'** – To propose, consider, and agree the Chairman of the Council who will serve as Chairman for the ensuing Council year. *Current Chairman of the Parish Council – Councillor Nutter to take the Chair for this item only. (New Chairman of the Council to take the Chair at this point and for the remainder of the Meeting).*
2. **Nomination of Vice Chairman and Declaration of Acceptance of Office'** – To propose, consider and agree the Vice Chairman of the Council who will serve as Vice Chairman for the Council ensuing year.
3. **Declarations of Acceptance of Office** – The new Chairman and Vice Chairman will jointly sign their respective Declaration of Acceptance of Office forms at this point with the Clerk.
4. **Welcome and Apologies for Absence** – To receive and agree.
5. **Code of Conduct** - To continue to adopt. [MEMBERS-CODE-OF-CONDUCT.pdf](#)
(mistleyparishcouncil.co.uk)
6. **Register of Members Interests** – All Councillors to review. Councillor Merritt to confirm completion and submission or resignation.
7. **Declarations of Interests & Dispensations** – To receive any declarations of interest and at any point during the Meeting. To receive any dispensations (received in advance of the Meeting).
8. **Public Voice** – *To facilitate members of the public / press to address the Council to a maximum of 3 minutes per person/subject and no more than 15 minutes for the session.*
9. **District and County Councillors Reports** – To note written reports and to clarify any points from the said Reports. (Already received).
10. **Minutes of the Parish Council Meeting held on the 20th April 2026**– To receive, consider and approve. (Minutes link to website). [Council Minutes | Mistley Parish Council](#)
11. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 20th April 2026** – To receive and note any updates.
12. **General Power of Competence (GPC)** - Under the Localism Act 2011 ss 1 to 8 – To confirm.
13. **To consider and agree the Appointment and Composition of Parish Council Committees & Working Groups** – Councillors will have already considered their respective preferences and nominations in advance of the Meeting. (The nomination of Chair and Vice Chair of these Committees and Working Party Groups will be the first items of business at the first relevant new Committee Meetings). Current Membership: <https://www.misleyparishcouncil.gov.uk/councillors>
 - a) **Finance Committee** – To agree.
 - b) **HR Committee** – To agree.
 - c) **Planning Committee** - (Currently all Councillors are Members) – To agree.
 - d) **Allotment Working Group** – To agree.
 - e) **Grounds Maintenance & Tree Working Group** – To agree.
 - f) **Road Safety Working Group** – To agree.
 - g) **New Working Group/s** – To agree.
14. **To consider and agree the Appointment of Councillor Representatives** -
 - a) **Essex Association of Local Councils (EALC).**

- b) Footpath Representative
 - c) Grounds Maintenance Volunteer Group.
 - d) Manningtree District Business Chamber.
 - e) Mistley Village Hall Management Committee Parish Councillor Representatives.
 - f) School Representative.
 - g) Tendring District Association of Local Councils.
 - h) Tree Warden.
 - i) Tri-Parish Emergency Planning Representative.
 - j) Any other Councillor Representatives – To consider.
15. **Terms of Reference – Committees** – To receive, consider and review/agree for the ensuing year, including: <https://www.mistleyparishcouncil.gov.uk/governance-documents>
- a) HR Committee.
 - b) Finance Committee.
 - c) Planning Committee.
16. **Annual Review of Policies** – To receive, consider and review for the ensuing year. See link. <https://www.mistleyparishcouncil.gov.uk/governance-documents>
17. **Standing Orders and Financial Regulations** – To consider, review, and agree. <https://www.mistleyparishcouncil.gov.uk/governance-documents>
18. **Councillors Written/Email Reports on Working Group Meetings/Other Meetings/site Meetings Attended** – To receive brief written/email updates and agree any matters.
- a) Allotment Working Group
 - b) Grounds & Tree Maintenance Working Group
 - c) Mistley Village Hall Management Committee
 - d) Road Safety Working Group
 - e) Other Meetings/Site Meetings
19. **Financial Matters** – (The Council reclaims VAT). (The Council has the General Power of Competence under the Localism Act 2011 ss 1 to 8).
- a) Schedule of Accounts for Payment – To receive, consider and agree payments since the last Meeting. (To follow).
 - b) Bank Reconciliations – April 2026 – To receive and agree. (To follow).
 - c) Ear Marked Reserves (EMR) – 2026/2027 – To agree an amount for sports and recreational/sporting grants.
 - d) Valuation – Total Loss – To obtain obtaining a quotation re. Mistley Village Hall for insurance purposes.
 - e) Furze Hill – Overflow Car Park – To reconsider the matter again following new information. (Rescind previous resolution).
20. **Correspondence** – To consider and agree the following:
- a) Edme - Mysteries of Mistley – To consider the request for a banner at the Swan Fountain and Fenn Wright posters along The Walls. (the same as last year).
 - b) Manningtree Earth Festival – To consider the signage request. (Details already received).
 - c) Street Lighting – The Green – To consider further.
21. **Stourview Primary School** – To receive/consider any updates.
22. **Dates of Next Meetings** –
- Planning Committee Meeting – Monday 29th June 2026 at 7pm – Mistley Village Hall.
 - Parish Council Meeting – Monday 29th June 2026 at 7.30pm – Mistley Village Hall.
23. **Resolution to Exclude the Public and the Press** – The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Council is asked to consider and agree to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality.
24. **Confidential Minutes of the Parish Council Meeting held on the 20th April 2026** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
25. **Update/Matters Arising from Confidential Minutes held on the 20th April 2026** – To receive and note any updates.
26. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.