



Parish Council Meeting of Mistley Parish Council to be held on Monday 19th May 2025 commencing at 7.30pm at Mistley Village Hall

Dear Councillors

Notice of Meeting/Summons – You are summoned to the Parish Council Meeting of Mistley Parish Council which will take place on Monday 19th May 2025 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
30th April 2025

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. **Code of Conduct** - To continue to adopt. [MEMBERS-CODE-OF-CONDUCT.pdf](#)
mistleyparishcouncil.co.uk
5. **Register of Members Interests** – All Councillors to review. To confirm submission by new Councillors.
6. **Welcome and Apologies for Absence** – To receive and agree.
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 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 28th April 2025** – To receive, consider and approve. (Minutes link to website).
11. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 28th April 2025** – To receive and note any updates.
12. **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.mistleyparishcouncil.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) Bus Working Group – To agree.
 - f) Grounds Maintenance & Tree Working Group – (Currently led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – To agree.
 - g) New Working Group/s – To agree.
13. **To consider and agree the Appointment of Councillor Representatives -**
 - a) Essex Association of Local Councils (EALC).
 - b) Footpath Representative
 - c) Grounds Maintenance Volunteer Group Lead.
 - 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.
14. **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.
15. **Annual Review of Policies** – To receive, consider and review for the ensuing year. See link. <https://www.mistleyparishcouncil.gov.uk/governance-documents>
16. **Standing Orders and Financial Regulations** – To consider, review, and agree. <https://www.mistleyparishcouncil.gov.uk/governance-documents>
17. **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) Bus Working Group
 - c) Grounds & Tree Maintenance Working Group
 - d) Mistley Village Hall Management Committee
 - e) Other Meetings/Site Meetings
18. **Financial Matters**
- a) Schedule of Accounts for Payment – To receive, consider and agree payments since the last Meeting. (To follow).
 - b) Internal Auditor – To note that the Internal Audit will take place on the 22nd May 2025.
 - c) HMRC VAT Refund – To note receipt of £8,377.27 on 17th April 2025 for the claim period 1st April 2025 to 31st March 2025.
 - d) Bespoke Training – To agree 4 x modules <https://ealc.gov.uk/wp-content/uploads/2025/03/EALC-Short-Course-2025-2026.pdf>
19. **Correspondence** – To note/consider and agree the following:
- a) Manningtree Rotary Club - Mistley Walls Shelter – To receive an update on planning.
 - b) Other Correspondence – To consider and agree any urgent details received after the agenda.
20. **Stourview Primary School** – To receive/consider any updates.
21. **Risk Assessments – All Areas** – To receive and consider the written reports following visual assessments. (Already received).
22. **Dates of Next Meetings** –
- Planning Committee Meeting – 30th June 2025 at 7pm – Mistley Village Hall.
 - Parish Council Meeting (Annual) – 30th June 2025 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 28th April 2025** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
25. **Update/Matters Arising from Confidential Minutes held on the 28th April 2025** – To receive and note any updates.
26. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.