

GREENSTEAD GREEN AND HALSTEAD RURAL PARISH COUNCIL.

To all members of the Council

You are hereby summoned to attend a meeting of Greenstead Green and Halstead Rural Parish Council for the purpose of transacting the following business.

Amanda Degnan Clerk to the Council

**Agenda for the Annual Parish Council Meeting of
Greenstead Green and Halstead Rural Parish Council**

Wednesday 14th May 2025 at 7pm.

You are summoned to attend a meeting of Greenstead Green and Halstead Rural Parish Council at 7pm in the Village Hall, Church Road, Greenstead Green. **The meeting of the Full Parish Council will commence as soon as the Annual General Meeting has finished.**

A G E N D A.

44/25 Apologies for absence.

45/25 Declarations of interest. To declare any pecuniary or non-pecuniary interests in accordance with the Code of Conduct.

46/25 Election of Chairman. Chairman to sign the declaration of office.

47/25 Election of Vice Chairman.

48/25 (a) Co-option of new parish councillor. (b) Co-opted Councillor to sign declaration of office. (c) Councillor to sign form agreeing to be contacted by electronic means.

49/25 To appoint representatives to the outside bodies as set out below:

a). Essex Association of Local Councils.	
b). Braintree Association of Local Councils.	
c). Village Hall Management Committee.	
d). Playing Field Management Committee.	
e). Civil Defence Emergency Committee.	
f). Earls Colne Airfield Liaison Committee.	
g). Planning Committee.	

h). Footpaths Representative.	
i). Tree Warden.	
j). Health Committee Representative.	
k). District Neighbourhood Watch.	
l). Community Transport Representative.	
m). Internal Auditor.	Affinia formerly Richard Edwards
n). Responsible Financial Officer.	Amanda Degnan.
o) Greenwatch	
p) EC2H Cycle route	

50/25 To approve and re-adopt the following:

- (a) Standing Orders rev 2025
- (b) Financial Regulations. Rev March 2025
- (c) Code of Conduct
- (d) Antbullying and Harassment policy
- (e) Community Engagement Policy
- (f) Complaints Procedure
- (g) Data Protection Policy
- (h) Disciplinary Policy
- (i) Equality and Diversity Policy
- (j) Grant Award Making Policy
- (k) Grievance Procedure
- (l) Training Policy
- (m) Whistleblowing Policy
- (n) Internet banking code 2021

51/25 To confirm and approve the updated Asset Inventory is correct.

52/25 To confirm that the Parish Council has appropriate insurance which includes public liability.

53/25 To agree to send past documents to Essex County Council Records Office.

Signed.

Amanda Degnan.

Clerk to Greenstead Green and Halstead Rural Parish Council.