

Agenda

Notice is hereby given that **The Statutory Annual Meeting of the Parish Council** will be held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **6.45pm** on **Monday, 11 May 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: Pip Nott
Parish Clerk
Date: 6/5/2026

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

3. To receive and accept apologies for absence.
Please inform the Clerk if you are unable to attend.

4. Declarations of interest.
To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

5. Chair's remarks

6. Minutes of previous meetings to be approved.
To approve the minutes of the Halstead Parish Council meeting held on Monday 13th April 2026.

7. Communication and Events Committee

- a) To note that this committee is now dissolved to operate as a working party which will report/recommend to full council for decision-making.
- b) To approve working party leadership.

8. Highways and Amenities Committee

- a) To agree that the Highways and Amenities committee will dissolve and become a working group, reporting recommendations directly to the council for decision-making.
- b) To agree highways and amenities working party leadership.

9. Staffing Committee

- a) To agree that the staffing committee will dissolve and become a working group, reporting recommendations directly to the council for decision-making.
- b) To agree staffing working party leadership.

10. Finance Committee

- a) To agree that the finance committee will dissolve and become a working group, reporting recommendations directly to the council for decision-making.
- b) To agree finance working party leadership.

11. Planning Committee

- a) To agree chair of the Planning Committee.

12. Payments to be made approved, payments and receipts noted.

- a) To approve post-probation pay point increase for Clerk as per contract (This is confidential, the public are excluded and must vacate for this point).
- b) To approve Cllr Meaton as a signatory for Lloyd's Bank.

13. To approve the Clerk to take back time in lieu for extra hours worked above contracted hours on dates approved by the Chair/lead of the Staffing working group.

14. Public participation forum

Public may use this time to make comment on items on the agenda. If public wish to make council aware of other issues that require attention, please email clerk@halsteadparishcouncil.gov.uk or approach members after the meeting.

This meeting will be followed by the Annual Parish Meeting at 730pm

Future HPC Meeting dates:

Monday 8th June 2026 7.30pm, The Pavilion

Monday 13th July 2026 7.30pm, The Pavilion

Monday 14th September 2026 7.30pm, The Pavilion

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