



NAZEING PARISH COUNCIL

Notice is hereby given that the Annual Parish Council Meeting will be held on Thursday 28th May 2026 after the Annual Parish Meeting at St Giles Church & Community Hub, Nazeing Road, EN9 2HU and Members are summoned to attend.

The Public and The Press are cordially invited to attend. Please ensure any letters relevant to the agenda are emailed to council@nazeingparishcouncil.org by noon on the Wednesday preceding the meeting, so that the details can be circulated to Members in advance. Thank you.

Note: This meeting may be recorded by the Clerk for the purposes of minute taking.

AGENDA

26/001 Welcome and introductions: By current Chairman.

26/002 Chairman: To elect a Chairman of the Parish Council for 2026/27. {30}

26/003 Acceptance: To receive the Chairman's declaration of acceptance of office.

26/004 Review of Declarations of Interest:

To note that Cllrs have all reviewed and updated their declarations of interest as necessary.

26/005 Apologies for absence: To note any apologies received.

26/006 Declarations of Interest: To note and record any declarations made.

26/007 Vice-Chairman: To elect a Vice-Chairman of the Parish Council for 2026/27.

26/008 Election for Committees:

- a) To elect a Chairman of the Planning Committee for 2026/27.
- b) To elect a Vice-Chairman of the Planning Committee for 2026/27.
- c) To elect a Chairman of the Finance Committee for 2026/27.
- d) To elect a Vice-Chairman of the Finance Committee for 2026/27.
- e) To elect a Chairman of the Personnel Committee for 2026/27.
- f) To elect a Vice-Chairman of the Personnel Committee for 2026/27.

26/009 Committee Membership: To appoint Councillors onto Committees for 2026/27 as follows:

- a) Planning.
- b) Finance.
- c) Personnel.

26/010 Review of Terms of Reference for Committees: To consider documents as follows:

- a) To review and approve the Planning Committee Terms of Reference.
- b) To note the Finance Committee Terms of Reference (already approved Sept 2025).
- c) To review and approve the Personnel Committee Terms of Reference.

26/011 External Liaison: To appoint Councillors to serve on or liaise with:

- a) EFDC Local Council Liaison Committee and EALC Committee. Two Members with voting powers (one being the Clerk) and one Observing.
- b) The Nazeingberries Association.
- c) Police Consultative Committee/Local Police.
- d) Flood warden and Emergency Response.
- e) Lea Valley Regional Park Authority.
- f) Local schools.
- g) Nazeing Together/Nazeing Community Champions.

26/012 Public participation in relation to items on the agenda: To note and record any made.

26/013 Approval and Signing of Minutes:

To approve the minutes of the Full Council meeting held on 23rd April 2026.

26/014 Dates of Full Council meetings to May 2026:

To agree the dates for Council meetings, schedule sent separately and that the time and venue should continue unchanged.

26/015 Financial Matters:

{10}

- a) To consider accounts for payment. To note receipts and to authorise payment of accounts. To approve the Financial Summary for May 2026, circulated to Cllrs.
- b) To note that the Clerk (an authorised signatory on the bank account) will set up the direct credits.
- c) To note which authorised signatory on the bank account will approve the direct credits and by what date.
- d) To note that £75,000 has been transferred from the Barclays Premium account to the Hinkley & Rugby 90-day notice account, as shown in the financial summary. PW
- e) To consider the Annual Investment Report, sent separately. PW
- f) To consider and approve the renewal for the Council insurance policy (sent separately). PW

26/016 Internal Audit 2025/26 (PW):

{10}

- a) To note the completion of the Internal Audit on 26/04/2026 and the contents of the Internal Audit Report for 2025/26 (sent separately).
- b) To note that the auditor concluded that, based on the programme of work undertaken this year, the Clerk & Council have again maintained adequate and effective internal control arrangements with no significant concerns or issues identified. There are a couple of issues identified with responses recommended by Finance Committee as follows:
R1) the compliance with Assertion 10 was discussed by Council on 26/02/26 and its current stance was minuted (Item 25/394). Progress towards compliance will continue through 2026/27; R2) The levels of General Reserves are considered to be appropriate and aligned with the Councils current plans; R3) and R4) Were already in hand and have been completed.
- c) To consider and approve the Annual Internal Audit Report 2025/26 as on page 3 of the Annual Governance and Accountability Return 2025/26 Form 3.

26/017 Annual Governance and Accountability Return (AGAR) 2025/26:

{10}

- a) To consider and approve Section 1 of the Annual Governance Statement 2025/26 page 4 of the AGAR 2025/26 Form 3 (copy circulated).
- b) To authorise the Chairman and Clerk to sign and date Section 1 of Annual Governance Statement 2025/26 page 4 of the AGAR 2025/26 Form 3.
- c) To consider and approve Section 2 of Accounting Statements 2025/26 page 5 of the AGAR 2025/26 Form 3. To note that this has already been signed by the Clerk.
- d) To authorise the Chairman to sign and date Section 2 of Accounting Statements 2025/26 page 5 of the AGAR 2025/26 Part 3.

26/018 Clerks Action Log: Document circulated to Cllrs. Clerk to answer any questions. {5}

26/019 Risk Management Policy and Risk Register Document (MO/JH) {10}

The Risk Management Policy / Risk Register document and the Action Plan has been reviewed and updated for 2026/27 by nominated Cllrs. To consider revised documents for approval.

26/020 Reports from Councillors: On attendance at other meetings/events. {5}

26/021 Information Items:

Please note that pursuant to LGA 1972 S.120(2)(b) business must be specified and accordingly the Council cannot lawfully make decisions on matters raised.

26/022 Items for the next agenda: {5}

26/023 To formally close the meeting: By the Chairman.

Signed *Katie Fletcher* (Parish Clerk)

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Date 22nd May 2026

email: council@nazeingparishcouncil.org