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**STANSTED MOUNTFITCHET PARISH COUNCIL ANNUAL COUNCIL**

MINUTES of the ANNUAL COUNCIL MEETING held on Wednesday 10th May 2023 at 7.30pm in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT** Cllr M Caton (Chair) Cllrs A Barnes, A Guney, J Hogg, P Jones, J Kavanagh, A Love, J O’Brien and G Sell

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

Mrs Emma Philbrick – Deputy Clerk

1 member of the press

2 members of the public (1 via Zoom)

**1 TO ELECT A CHAIR AND RECEIVE THE DELCARATION OF ACCEPTANCE OF OFFICE**

Cllr Jones proposed Cllr Caton for the position of Chair, having been seconded by Cllr O’Brien and with no other nominations, it was unanimously

**RESOLVED** that Cllr Maureen Caton be elected as Chair for the Civic Year 2023/24

Cllr Caton signed the Declaration of Acceptance of Office

**2 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Braeckman – University and Cllrs Khan and Prior due to work commitments. The Clerk read out an email from Cllr Braeckman in which he asked for an extension to the deadline for signing his Declaration of Acceptance of Office due to unforeseen circumstances. Members unanimously agreed to grant an extension until the start of the Full Council meeting on 24th May 2023. All apologies were approved.

**3 DECLARATIONS OF INTEREST -** None

**4 TO ELECT A VICE-CHAIR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Sell proposed Cllr Khan for the position of Vice-Chair, having been seconded by Cllr O’Brien and with no other nominations and with the Chair confirming Cllr Khan’s willingness to take on this role, it was unanimously

**RESOLVED** that Cllr Ayub Khan be elected as Vice-Chair for the Civic Year 2023/24.

It was unanimously agreed to grant Cllr Khan an extension to sign his Declaration of Acceptance of Office of Vice-Chair until the start of the Full Council meeting on 24th May 2023.

**5 TO APPOINT THE COUNCIL’S INTERNAL AUDITOR – CURRENTLY RBS AUDITIING SOLUTIONS**

The Clerk advised that last year it was agreed that she should look around at other companies due to the amount of time the Council has been working with RBS. There are very few companies who do this but more individuals. She had been in contact with one lady who she thought could be good, but the lady has since decided to retire and not continue. She will continue to look into other companies/individuals.

Having been proposed by Cllr O’Brien and seconded by Cllr Jones, it was unanimously

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**RESOLVED** to continue with RBS Auditing Solutions for the year 2023/24.

**6 TO REVIEW THE TERMS OF REFERENCE AND SCHEMES OF DELEGATION**

This was circulated to members with the agenda.

Having been proposed by Cllr O’Brien and seconded by Cllr Sell, it was unanimously

**RESOLVED** To approve the Terms of Reference and Scheme of Delegation with no changes.

**7 TO APPOINT THE FOLLOWING STANDING COMMITTEES AND SUB- COMMITTEES**

Details of the appointments can be found on the attached list.

**8 TO NOTE THE ATTACHED WORKING GROUPS AND DECIDE WHICH ONES TO KEEP FOR THE NEW COUNCIL**

Details of the approved Working Groups can be found on the attached list.

**9 TO APPOINT REPRESENTATIVES ON THE FOLLOWING OUTSIDE BODIES**

a) Stansted Trust Funds – Christine Stiles and Margaret Hill

b) Stansted & Birchanger Relief in Sickness Charity – Cllr Guney

c) Public Transport Representative – Cllr Jones with a view to finding a member of Sustainable Stansted to take this on as it was agreed that the Council should push for more sustainable public transport.

d) Link Committee – Cllr Sell

e) Stansted Airport Watch – Cllr Hogg

**10 TO REVIEW STANDING ORDERS, FINANCIAL REGULATIONS, INVESTMENT POLICY AND ASSETS REGISTER**

All documents were circulated to members with the agenda.

The Clerk advised that there had been no amendments to the Standing Orders, Financial Regulations or Investment Policy from NALC. The Assets Register had been updated.

Having been proposed by Cllr O’Brien and seconded by Cllr Jones, it was unanimously

**RESOLVED** to adopt the Standing Orders, Financial Regulations and Investment Policy for the Civic Year 2023/24 and approve the Asset Register.

**11 TO RESOLVE THAT THE COUNCIL CONTINUES TO MEET THE CONDITIONS OF THE GENERAL POWER OF COMPETENCE**

The Clerk confirmed that after the elections, the Council still meets the conditions of the General Power of Competence. It was therefore unanimously

**RESOLVED** that the Council meets the criteria to qualify for the General Power of

Competence

Meeting closed at 8.05pm