**SUMMONS**

Members of the Council are summoned, and members of the public and press invited, to attend the **ANNUAL COUNCIL** meeting to be held at **7.30pm,** on Wednesday 8th May 2024 in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex when the following business will be transacted:

AGENDA

1 To elect a Chair and receive the Declaration of Acceptance of Office

2 To receive and approve apologies for absence

3 To receive declarations of interest

4 To elect a Vice-Chair and receive the Declaration of Acceptance of Office

5 To review the Terms of Reference & Schemes of Delegation - attached

6 To appoint membership to the following standing committees and sub-committees - see attached

 (a) Open Spaces Committee

 (b) Finance & General Purposes Committee

 (c) Emergency Planning sub-committee

 (d) Highways sub-committee

 (e) Windmill sub-committee

 (f) Personnel sub-committee

7 To consider establishment and membership of Working Groups – see attached

8 To appoint representatives on the following outside bodies:

 (a) Stansted Trust Funds

 (b) Stansted & Birchanger Relief in Sickness Charity

 (c) Public Transport Representative

 (d) Link Committee

 (e) Stansted Airport Watch (formerly Stop Stansted Expansion)

9 To review Standing Orders, Financial Regulations, and Assets Register – See attached



Parish Clerk

1st May 2024

**The press and public are welcome to attend in person all meetings of the Parish Council and its committees. Any intention to record, film or take photographs during a meeting must be notified to the Clerk prior to the start of the meeting.**

**Zoom details for the meeting: ID: 979 6007 9199**

 **PASSWORD: 845962**