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**STANSTED MOUNTFITCHET PARISH COUNCIL ANNUAL COUNCIL**

MINUTES of the **ANNUAL COUNCIL MEETING** held on Wednesday 8th May 2024 at 7.30pm in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**ATTENDING** Cllrs M Caton (Chair), Cllrs A Barnes, A Guney, J Hardy, P Jones,

J Kavanagh, A Khan, A Love, J O’Brien, G Sell and t van de Bilt.

**PRESENT** Mrs Emma Philbrick – Deputy Clerk

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

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

**RESOLVED** that Cllr Maureen Caton be elected as Chair for the Civic Year 2025/26

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

Apologies for absence were received from Cllr Braeckman – University

**RESOLVED** to approve the apologies for absence from Cllr Braeckman

**3 TO RECEIVE DECLARATIONS OF INTEREST -** None

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

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

**RESOLVED** that Cllr Khan be elected as Vice-Chair for the Civic Year 2025/26

**5 TO REVIEW THE TERMS OF REFERENCE & SCHEMES OF DELEGATION**

The Deputy Clerk advised that the document had been reviewed and there were no suggested changes.

Having been proposed by Cllr Jones and seconded by Cllr Hardy, it was unanimously

**RESOLVED** to re-adopt the Terms of Reference and Schemes of Delegation

**6 TO APPOINT MEMBERSIP TO THE FOLLOWING STANDING COMMITTEES AND SUB-COMMITTEES**

**(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**

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

**7 TO CONSIDER ESTABLISHMENT AND MEMBERSHIP OF WORKING GROUP**

Details can be found on the attached list.

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

**(a) PUBLIC TRANSPORT REPRESENTATIVE –** Cllr Jones

**(b) LINK COMMITTEE –** Cllr Sell

**(c) STANSTED AIRPORT WATCH –** Cllr van de Bilt

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**9 TO APPOINT THE COUNCIL’S INTERNAL AUDITOR – CURRENTLY HEELIS & LODGE**

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

**RESOLVED** To appoint Heelis & Lodge as our Internal Auditor for the year 2025/26

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

These were all circulated to members with the agenda.

Proposed changes to Standing Orders and Financial Regulations were highlighted in red. Members were advised that these changes had been issued by the National Association of Local Councils and were mandatory.

The Assets Register was reviewed by the Clerk on 31st March 2025

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

**RESOLVED** to adopt the Standing Orders and Financial Regulations with the highlighted changes and to approve the Assets Register dated 31st March 2025.

Meeting closed at 7.36pm