



CRESSING PARISH COUNCIL

Parish Clerk: Karen Kuderovitch, CILCA – Locum Clerk
St Barnabas, Claud Ince Avenue, Cressing, Essex, CM77 8HG
Tel: 01376 329288 Email: clerk@creasing-pc.gov.uk



Councillors:

You are hereby summoned to attend the Meeting of the Cressing Parish Council to be held on Wednesday 9th July 2025 at 7pm, at St Barnabas, Claud Ince Avenue, Cressing for the purpose of transacting the following business.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

K. Kuderovitch, CILCA

Locum Clerk/RFO

4th July 2025

A G E N D A

£ = Expenditure decision √ = Resolution to be made

- 25/098. **Annual Council Meeting**
Due to unforeseen circumstances the Parish Council did not hold a meeting in May 2025 as required by Local Government Act 1972 – c.70, schedule 12.
- 25/099. **Election of the Chair** √
Members to elect a Chair and the Declaration of Acceptance of Office to be signed.
- 25/100. **Election of Vice Chair** √
Members to elect a Vice Chair.
- 25/101. **Recording of the Meeting**
To receive notification from any person present of their intent to record the meeting.
- 25/102. **Declaration of Interests**
At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.
- 25/103. **Apologies for Absence** √
To receive and agree any apologies for absence.
- 25/104. **Chair's Report**
- 25/105. **Public Participation**
Members of the public will be offered the opportunity to speak on items on the agenda.

(reference: standing orders item 4). The period will be no more than 15 minutes.

- 25/106. **Confidential Section** ✓
Admission of the Public In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting as the items to be discussed are confidential (agenda items 117-119).
- 25/107. **Approval of Minutes** ✓
The Minutes of the Parish Council Meeting held on 11th June 2025 to be approved and signed by the Chair.
- 25/108. **Register of Interests**
Parish Clerk to confirm receipt of all Councillors forms.
- 25/109. **Consent Forms**
To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail.
- 25/110. **Report from County & District Councillors**
- 25/111. **Members Code of Conduct**
Parish Clerk to issue and request acknowledgement once read from Councillors.
- 25/112. **Committees/Representatives/Working Groups** ✓
To consider the need for any committees/working groups/representatives and agree members.
- 25/113. **Finance** £ ✓
a) Annual Governance & Accountability Return 2024-2025
To consider and approve the submission of the Annual Governance and Accountability Return (AGAR) for the financial year ending 31st March 2025, in accordance with the Accounts and Audit Regulations 2015 and proper practices:
b) To note the completion of the Internal Audit conducted by Holly Blackwell. Clerk to report.
c) To receive and note the signed Internal Auditor's Report (Page 3 of the AGAR), and to consider any recommendations made.
d) To review and approve Section 1 of the AGAR (Annual Governance Statement) for the year ending 31st March 2025, confirming that there is a sound system of internal control.
e) To review and approve Section 2 of the AGAR (Accounting Statements) for the year ending 31st March 2025, noting that these have been signed by the Responsible Financial Officer (RFO).
f) To consider and approve the prepared Explanation of Variances where differences between 2023/24 and 2024/25 exceed 15%, and approve its inclusion with the AGAR submission.
g) To review and approve the year-end bank reconciliation, confirming it supports the figures entered in Section 2 of the AGAR.
h) To confirm that the period for public inspection will include a continuous 30 working-day period, commencing on Monday 1 July 2025, in accordance with the statutory requirement.
i) To authorise the Clerk to submit the signed AGAR, supporting documents (bank reconciliation, explanation of variances, internal audit report), and any additional

information required to the external auditor (PKF Littlejohn). The Parish Council has applied for an extension to the requested date of 30th June 2025.

- j) To report any expenditure made.
- k) To report any income received.
- l) To approve the bank reconciliation
- m) To report VAT claim.
- n) To approve cheque payments (to be presented at the meeting).
- o) Bank Mandate - To confirm amendments to signatories if required.
- p) Unity Trust Bank – Clerk to confirm signatories.
- q) Financial Risk Assessment – members to approve.
- r) Internal Auditor for the financial year 25-26. Parish Clerk to make a recommendation.
- s) To appoint the Responsible Finance Officer for the financial year 2025-2026

25/114. **Policies & Procedures** ✓

- Co-option Policy
 - Bio-diversity Policy
- Parish Clerk to report further on policies.

25/115. **Community Items/Projects**

- Members to review competition entries and resolve the winners.
- Mill Lane hedge
- Parking on the playing field at Social Club.

25/116. **Communications** ✓

Consideration for a Parish Council Facebook page.

25/117. **Items for prioritization**

Members to discuss and Clerk to develop a plan.

Confidential Section (resolution taken at item 25/105.)

Public & Press to be excluded.

25/118. **Lease – Pavillion/CSSC** ✓

Agree a course of action to progress.

25/119. **Playing field and changing rooms** ✓

Agree a course of action to progress.

25/120. **Staffing**✓

To agree the appointment of a Locum Clerk and the terms and conditions.

25/121. **Councillors to share any further information**