

Agenda for the first meeting of the Chelmsford Garden Community Council to be held on Thursday 6th April 2023 at 7pm at the Beaulieu Community Centre, 17 Centenary Way, Beaulieu Square, Chelmsford Essex CM1 6AU

- 1. Election of the Chairman for civic year 2022 – 2023**
- 2. Apologies for absence**
- 3. To note the signing of the Declaration of acceptance of office forms and agree a date by which any absent Councillors must make their declarations.**
- 4. To agree style and title of the Council**
- 5. To formally appoint the Clerk and Responsible Financial Officer for the Council**
- 6. Ethical Framework**
To consider and to adopt the Code of Conduct
- 7. Planning applications**
To agree that Chelmsford City Council is advised that the Chelmsford Garden Community Council wishes to be consulted on all planning applications effecting this Parish.
- 8. Financial Arrangements**
 - 8.1 To note the funding arrangements for the Chelmsford Garden Community Council for financial year 2023 - 2024
 - 8.2 To formally appoint the bank for the Parish Council
 - 8.3 To appoint the signatories for banking arrangements, corporate card
 - 8.4 To formally agree insurance arrangements for the Council and authorise payment of the premium
 - 8.5 To agree appointment of external payroll services provider and authorise any initial set up costs.
 - 8.6 To note any assets transferred to the Council
 - 8.7 To discuss arrangements in relation to pension entitlement for employees
 - 8.8 To authorise payments relating to staffing costs and expenses, Councillor expenses, office equipment and stationary

9. To nominate Councillor Representatives to be Trustees on the Beaulieu Community Trust

10. Policies

- 10.1 To consider and adopt Standing Orders for the Council
- 10.2 To consider and adopt Financial Regulations for the Council
- 10.3 To consider and adopt a co-option policy for the Council.

11. Information Technology

To agree the arrangements for the Council's website, email communications and social media platforms and authorise any associated costs.

12. Subscriptions

- 12.1 To agree to subscribe to the Essex Association of Local Councils, Rural Community Council of Essex including their village halls section.

12. To agree the date for the Annual Parish meeting

13. To agree meeting dates for the remainder of 2023

14. To note items for the May agenda

Signed...**ANDREW WRIGHT**

Andrew Wright

Chairman of the Shadow Chelmsford Garden Community Council

Dated 1st April 2023