

Executive Officer: Suzanne Walker

Email: clerk@chelmsfordgardencommunitycouncil.gov.uk

Telephone 07495 473240

Dear Councillors,

You are hereby summoned to attend the Annual Council meeting of Chelmsford Garden Community Council that will be held on **Thursday 2nd May 2024 at 7.30pm** at the Beaulieu Community Centre, 17 Centenary Way, Beaulieu Square, Chelmsford Essex for the purposes of transacting the following business
Yours Faithfully,

Suzanne Walker
Executive Officer of the Chelmsford Garden Community Council
Dated 22nd April 2024

The press and the public are also cordially invited to attend this meeting.

Agenda of the Annual Meeting of the Chelmsford Garden Community Council

- 24.25/01: To elect a Chair of the Council for Civic year 2024 – 2025**
- 24.25/02: To elect a Vice-Chair of the Council for Civic year 2024 - 2025**
- 24.25/03: Apologies**
- 24.25/04: Declaration of interests**
- 24.25/05: To approve the Minutes of the meeting held on 4th April 2024**
- 24.25/06: Community question time**
- 24.25/07: To receive the following Reports**
 - 24.25/07.1 Report from County Councillor
 - 24.25/07.2 Report from City Councillor
 - 24.25/07.3 Report from Councillors regarding attendance at external meetings
 - 24.25/07.4 Executive Officer report
- 24.25/08: Committee Reports**
- 24.25/09: Financial report**
 - 24.25/09.1 To receive the bank reconciliation statement
 - 24.25/09.2 To receive report and approve money received and paid
 - 24.25/09.3 To review any standing orders and direct debits
 - 24.25/09.4 To review mandate holders in relation to the Council's accounts
 - 24.25/09.5 To carry out annual review of investments.
 - 24.25/09.6 To review the use of grant funding issued in financial year 2023 – 2024

- 24.25/10: To review Committees and representation**
- 24.25/10.1 To review the terms of reference and membership of committees including the arrangements for chairing the committees
- 24.25/10.2 To review the representatives in relation to 3rd Party engagement.
- 24.25/10.3 To agree a representative in relation to the re-forming of the Chelmsford Association of Local Councils
- 24.25/11: To carry out the annual review of Policies**
- 24.25/12: To receive annual equality duty report**
- 24.25/13: To receive update on progress of Youth Survey**
- 24.15/14: To consider representations in relation to the Norwich to Tilbury Pylon consultation**
- 24.25/15: To consider arrangements for the D Day event**
- 24.25/15.1 To agree the formal nomination for a charity to carry out a collection at the D Day event
- 24.25/15.2 To confirm final arrangements for the D Day event
- 24.25/16: To consider proposal for the Council to sponsor a bench or tree within the proposals for the new Community Gardens**
- 24.25/17: To consider grant application from Chelmsford Garden Community Trust**
- 24.25/18: Any matters for next agenda**