

# Belchamp St Paul and Belchamp Otten Parish Council

11 May 2026

**The Annual Meeting of the Parish Council will be held on Tuesday 19 May 2026 commencing at 7.30pm, in The Community House, Gages Road, Belchamp St Paul.**

## A G E N D A

1. Election of Chairman and signing of Declaration of Acceptance of Office
2. Election of Vice Chairman
3. Apologies for Absence and Declarations of Interest
4. PUBLIC DISCUSSION TIME (5 minutes)
5. Approval of the Minutes of the meeting held on 21 April 2026
6. Matters arising from the April PC meeting (not covered separately on the Agenda)
7. Annual Administrative Matters:
  - Appointment/approval of Council Officers and Representatives including Playing Field Working Group
  - Adoption of Standing Orders, Financial Regulations, and Councillors Code of conduct
  - Appointment of Responsible Financial Officer and Internal Auditor
  - Confirmation of Bank Signatories
8. Essex County Council matters
9. Braintree District Council matters
10. Finance – Approval of receipts and payments
  - Asset register 31/3/26
  - Insurance arrangement 2026/27 – renewal 1/6/26
11. Audit 2025/26:
  - Approve 2025/26 PC Accounts
  - Consider, approve and sign the Annual Governance and Accountability Return
12. Verge cutting 2026/27
13. Local Design Code – update
14. Speedwatch & traffic
15. Defibrillators
16. Belchamp Otten village sign update

17. Correspondence
18. Clerk's Contract (expired 31/3/26)
19. Planning – New Applications / Decisions
20. PUBLIC DISCUSSION TIME (5 minutes)
21. Any urgent matters and proposals for future agenda items
22. The next Council meeting will be held on Tuesday 7 July 2026 at 7:30pm in The Community House, Gages Road, Belchamp St Paul.

*J. C. Douglass*

*Clerk to Belchamp St Paul and Belchamp Otten Parish Council*

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