

## Stanstead Parish Council

**Notice of meeting to be held at Stanstead Village Community Centre  
on Monday 25<sup>th</sup> March 2024 at 7.30pm**

### AGENDA

*All members of the council are hereby summonsed  
to attend the meeting for the purpose of considering and resolving  
upon the business to be transacted as set out hereunder*

- 01.03** Election of Chair
- 02.03** Chairman's welcome and apologies for absence
- 03.03** To receive Councillors declarations of interest, pecuniary or non-pecuniary, in relation to items on this agenda
- 04.03** To consider applications for dispensations
- 05.03** To adopt minutes of the council meeting held on 29.1.24
- 06.03** To receive reports from: District Councillor M Holt /S Plumb and County Councillor R Kemp
- 07.03** Public forum, members of the public are invited to question Councillors and /or speak on any Parish matters
- 08.03** To discuss Neighbourhood Plan
- 09.03** EICR update
- 10.03** Adopt the following Policies & Procedures:
  - a) Data & Information Security Policy,
  - b) Data & Electronic Data Retention Policy,
  - c) Subject Access Policy,
  - d) Complaints Procedure,
  - e) Lawful Basis for Processing Data,
  - f) GDPR statement
  - g) Privacy Policy
- 11.03** Playground Update
- 12.03** Village Sign update
- 13.03** To discuss survey of trees /maintenance plan
- 14.03** To Review Audit Report and to adopt internal control statement
- 15.03** To discuss broadband contract
- 16.03** To discuss issues in Blooms Hall Lane
- 17.03** To discuss Grounds maintenance specification & contract
- 18.03** To discuss request for alterations to Stanstead Village Community Centre
- 19.03** To sign bank mandate
- 20.03** To discuss and agree items on the Asset Register
- 21.03** To approved invoices /accounts for payment
- 22.03** To discuss maintenance of Defibrillator
- 23.03** To discuss clerk's hours being worker
- 24.03** to agree dates of Annual meetings
  - Date for Annual Parish Assembly Meeting (*officially has to be held between 1<sup>st</sup> March & 1<sup>st</sup> June*)
  - Date for Annual Parish Council Meeting (*officially has to be held in May*)
- 25.03** Matters to be brought to the attention of the Cllrs /items for the next agenda

Date of next meeting – Monday 20<sup>th</sup> May 2024

Gail Claydon Clerk to Stanstead Parish Council 18.3.2024

***All members of the press and public are invited to attend***