



## TO ALL MEMBERS OF THE COUNCIL

You are hereby **summoned** to the Annual meeting of the Full Council to be held on 21st May 2026 commencing at 8pm at the Council Offices, Bansons Way, Ongar. The Public and Press are welcome to attend. Note: This meeting may be recorded by the Clerk for the purposes of minute taking.

D Murray

Debra Murray  
Town Clerk

## AGENDA

- 65.26 To receive nominations for the office of Chair.**
- 66.26 Chair to sign Declaration of Acceptance.**
- 67.26 Appointment of a Vice Chairman.**
- 68.26 Those present and apologies for absence**  
To report, approve & record apologies for absence (and the reasons) from members  
Motion: The council to record and accept apologies for absence.
- 69.26 To agree the Full Council Minutes of 16th of April 2026**  
**Motion:** To Agree the Minutes of the Town Council meeting as a true record.
- 70.26 Declaration of Disclosable Pecuniary Interests**  
To RECEIVE any Declaration of Interests by Members.  
Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary Interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declarations of interests and participation in the meeting insofar as any item of business involves such an interest.
- 71.26 Questions from Members of the public and public participation**  
To RECEIVE questions from members of the public for a period determined by the Chair of the Meeting. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes. **Please NOTE if the Clerk of the Meeting has not been previously notified of the Question, Council may have to note questions and respond to them after the Meeting.**
- 72.26 Appointment of Committees**  
The council to decide which committee's it requires to carry out its functions. Proposed committees are Planning, Staffing, Finance, Allotment and Open Spaces/Play Areas. Allotment, finance and Open Spaces/Play Areas could be held quarterly meeting and could be a day time meeting on a rolling basis so one extra meeting per month.  
**Motion:** The Council appoints the members of the committees as published at this meeting.

- 73.26 Appointment of Delegates & Representatives to Outside Bodies**  
**Motion** The Council appoints the delegates and representatives as published at this meeting.
- 74.26 Appointment of Clerk to administer dispensations for 2026/27**  
**Motion:** The Clerk as the Proper Officer to the Council will be authorised, where in her view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate.
- 75.26 Clerks Report**  
 Councillor's will be updated by the Clerk of correspondence and information received and actioned.
- 76.26 Reports & Members Reports**  
**-Chairmans Report**  
**-Town Councillor's reports** and for those that attend on committees on behalf of the town council or for actions undertaken in their work as town councillors.  
 It is understood that a number of Cllrs, have attended meetings in their positions as Councillor's and will give a brief resume of their attendance.
- District and County Councillor's  
 To receive a five-minute report from District and County Councillor's on matters relating to Ongar.  
 (The Chairman may bring any Report including the Reports from District & County Councillor's to earlier in the meeting if all Councillor's are agreeable)
- Details of Consultations**  
 a) Cllr's will advise by either the chair or vice chair of the planning committee on the numerous Consultations that have been held with Developers on the Planning Development sites in Ongar
- The clerk will advise of any other consultations that have been received and are not covered separately in this Agenda.
- 77.26 Financial Reports**
- a. To receive a summary of receipts and payments up to the end of March 2026.
  - b. To review a list of budgetary information on all accounts.
- Motion: The Council notes the budgetary information and confirms that the account balance of current account as at 30th April 2026 at £9,876.70 agrees with the reconciliation.
- Motion: The Council notes the budgetary information and confirms that the account balance of deposit account as at 30<sup>th</sup> April 2026 at £701,050.08.
- Motion: The Council notes the budgetary information and confirms that the account balance of Nationwide account as at 30<sup>th</sup> April 2026 at £29,638.73
- Motion: The Council notes the budgetary information and confirms that the account balance of allotment account as at 30<sup>th</sup> April at £2,599.4.
- To NOTE the CCLA balance is £50,788.67
- 78.26 To approve the End of Year Account 2025-26**  
 To **Review** and **Agree** the year end accounts of 2025-26.

- 79.26** To receive the internal auditor’s report and note the actions and recommendations 2025/26.  
a) To receive the Internal Audit Report for 2025/26  
b) To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) 2025/26  
c) To approve and sign the Accounting Statements (Section 2) of the AGAR 2025/26  
d) To note the dates of the period for the exercise of public rights as 15<sup>th</sup> June to 24<sup>th</sup> July  
e) To appoint Heelis and Lodge as Internal Auditor for the 2026/27 financial year  
**Motion. To confirm that the Internal Auditor has no affiliation with any member of the Council or staff. That they are competent in carrying the internal audit. To appoint Heelis and Lodge as Internal Auditor for 2026/27.**
- 80.26** **Police Report**  
A police report for the area will be submitted in writing or person. The clerk has requested a report be submitted if attendance is not possible.
- 81.26** **The Planning Committee Terms of Reference**  
To **Review** and **Agree** the Planning Committee Terms of Reference.
- 82.26** **Review of Standing Orders**  
To **Note** no changes required
- 83.26** **Review of Financial Regulations**  
To **Note** no changes required
- 84.26** **Review of the Internal Control Statement**  
To **Agree** the updated document, changes made are to remove Parish and replace with town and also to remove 9 assertions and leave assertions.
- 85.26** **Grant Application from Ongar Community Association**  
To **Discuss** and **Agree** a grant application towards repairs of Budworth Hall clock.
- 86.26** **Staffing Committee Review**  
To **Review** and **Agree** the Ways of Working Policy
- 87.26** **Exclusion of the Public and the Press**  
In the event that the agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to CONSIDER the following motion to be proposed by the Chairman: “That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. However, an item may be placed in the Confidential part of the meeting so long as it is in accordance with the Statutory Guidance.
- There are currently two items to be considered.**
- 88.26** **Meeting with Chairman of OCST**  
To update members on the meeting with the Chair of Ongar Community Sports Trust
- 89.26** **Councillor Training**  
To Discuss and Agree a bespoke training course for Councillors run by EALC at the Council offices.

**Items for Future Meetings**

Various Leases\*, Disability Access – Look at Lease and Contact EFDC\*, Strategic Development Plan\*  
**Clerk is aware of these.**