

BROOMFIELD PARISH COUNCIL

You are invited to attend the Annual Council Meeting of Broomfield Parish Council to be held on Wednesday 18th May 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Karen Hurrell
Mrs Karen Hurrell
Clerk to Broomfield Parish Council
12th May 2016

Public Question Time is taken before the meeting and will last for 10 minutes at the discretion of the Chairman

1.	Election of Chairman	
2.	To receive Chairman's Declaration of Acceptance of Office	
3.	Appoint Vice Chairman	
4.	Apologies for absence	
5.	Co-option of New Councillors, if applicable	
6.	To receive the minutes of meeting 16th March 2016	
7.	To receive any Declaration of Interest from Councillors	
a.	To review of Register of Members' Interests	
8.	Receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)	
9.	Receive report from City Councillors for items not on the agenda (max 10 minutes)	
10.	To elect Members to the following Committees:	
a.	Civic Amenities Committee	<i>Chair & Vice Chair of Parish Council</i>
	To elect Chair & Vice Chair	To appoint substitute Cllr
b.	Property & Planning	<i>Chair & Vice Chair of Parish Council</i>
	To elect Chair & Vice Chair	To appoint substitute Cllr
c.	Financial & General Purposes Committee	<i>Chair & Vice Chair of Parish Council, Chair & Vice Chair of Civic Amenities & 2 further Councillors</i>
	To elect Chair & Vice Chair	To appoint substitute Cllr
d.	Personnel Committee	<i>Chair & Vice Chair of Parish Council, Chair of F& GP & Chair of BVH Charity Management Committee</i>
	To elect Chair & Vice Chair	To appoint substitute Cllr
e.	Broomfield Village Hall Charity Management Committee (BPC is Sole Trustee Body Corporate)	<i>Chairman of Parish Council stands as Trust Chairman Chair & Vice Chair of Parish Council</i>
	To elect Committee Chair & Vice Chair	To appoint substitute Cllr
f.	Communications Committee	<i>Chair & Vice Chair of Parish Council</i>
	To elect Chair & Vice Chair	To appoint substitute Cllr
11.	To confirm Terms of Reference for Committees will be adopted at the first meeting	
12.	Election of Representatives to outside bodies/Charities/other:	
a.	Woollard's Charity	<i>Councillor Garwood to stand until 2018</i>
b.	Emergency Planning	
c.	Passenger Transport Representative	
d.	Broomfield Hospital Liaison Committee	

e.	Parish Paths Partnership (in liaison with Essex County Council)	
13.	Broomfield Parish Councillors responsibility for specific aspects & areas:	
	Football/Sports Clubs	Roads & Paths
	Elderly/Care Homes	Publications Co-ordinator
	Library	Public Houses
	School Age Children	Police
	Under 5 Children	History & Heritage
14.	Review of Model Code of Conduct, Standing Orders & Financial Regulations	
15.	Review & Adoption of all Policies	
a.	Current Policies: Complaints/Freedom of Information/Data Protection/Health & Safety/Risk Management/Fire Safety/Equal Opportunities/Recruitment/Smoke Free/Training/Retention & Disposal of Documents/Social Media/Pension Discretions/Publications of Photographs/Disciplinary Procedure/Greivance Procedure	
b.	To adopt new Policies: Co-option Policy/Recording & use of social media at Council Meetings	
16.	Review of deeds for Angel Meadow, Centenary Wood, Allotment Site, Glebe Crescent Land & Broomfield Village Hall Charity & David Smith Memorial Field <i>(available to be viewed at Parish Office if required)</i>	
17.	Review of Assets Register	
18.	To re-appointment of Internal Auditor (one internal audit per annum)	
19.	Review of General Power of Competence	
20.	Review of risk assessments undertaken	
21.	Financial Matters	
a.	To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements	
b.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting	
c.	To approve statements & sign Annual Return for the year ended 31.3.2015	
d.	To approve Financial & General Purposes Committee Minutes 20.4.16	
e.	To receive draft Report of the Trustees & Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.3.16	
f.	To receive Internal Audit Report 17.5.16	
g.	Review of bank signatories for all Bank Accounts	
h.	Renewal of insurance policy due 1/6/2016 – to consider quotations	
i.	To acknowledge receipt of £300 donation from Woollards Charity (Broomfield United Charities) Charity towards the Pensioners' Lunch	
j.	To note sale of Broomfield Football Club land & clubhouse at auction on 25.5.16/to receive details of sale from auctioneer & meeting with BFC/to decide course of action	
k.	Overarching Strategy Document - To approve expenditure on items in section 1 of Overarching Strategy Document to the sum recommended by the F&GP Committee	
22.	Annual Parish Meeting 25th May 2016 – to confirm final details & costings	
23.	To receive updates and to note minutes from the following Committees:	
a.	Broomfield Village Hall Committee	

b.	Civic Amenities Committee
c.	Communications Committee
d.	Property & Planning Committee
24.	To receive reports from Representatives to outside bodies/charities
25.	To receive updates on Broomfield Parish Councillor's responsibilities, if applicable
26.	Correspondence
a.	To note parking enforcement figures for April 2016
b.	Invitation to Chairman & Members to attend the Annual Civic Service Sunday 12.6.15 3.30pm
c.	Letter from St Mary's Church requesting permission to hold Pet Service 11.9.16 3pm Church Green
27.	Any other business for discussion purposes only & referral to next agenda

