

# BROOMFIELD PARISH COUNCIL

**You are invited to attend a meeting of Broomfield Parish Council which will be held on Wednesday 17<sup>th</sup> December 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm**

*Karen Hurrell*

Mrs Karen Hurrell  
Clerk to Broomfield Parish Council  
10<sup>th</sup> December 2014

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

<b>1.</b>	<b>Apologies for absence</b>
<b>2.</b>	<b>Declarations of Interest &amp; receive any Dispensation requests</b> <i>All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.</i>
<b>3.</b>	<b>To approve minutes of Broomfield Parish Council Meetings:</b>
a.	Broomfield Parish Council Meeting 19 <sup>th</sup> November 2014 (taken as read) *
<b>4.</b>	<b>Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)</b>
<b>5.</b>	<b>Receive report from City Councillors for items not on agenda (max 10 mins)</b>
<b>6.</b>	<b>Financial Matters</b>
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 discuss internal audit & appointment of Internal Auditor
d.	To note display of Conclusion of Audit on notice boards
<b>7.</b>	<b>Property &amp; Planning Matters to include:</b>
a.	To note Minutes (taken as read) *
<b>8.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
a.	To note Minutes (taken as read) *
<b>9.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
a.	To note Minutes (taken as read) *
<b>10.</b>	<b>Personnel Matters</b>
a.	To approve National Joint Council for Local Government Services 2014-2016 increase in Payscale & Allowances
<b>11.</b>	<b>To receive report from Working Parties (if any)</b>
a.	To approve Broomfield Communications Working Party 11.12.14 (taken as read)
<b>12.</b>	<b>To discuss format of Annual Parish Meeting 22.4.15 &amp; formation of Working Party</b>
<b>13.</b>	<b>Village Feedback i.e. liaison with Schools, Police, Parishioners etc.</b>
<b>14.</b>	<b>To receive reports from Representatives to outside bodies/charities (taken as read)</b>

<b>15.</b>	<b>Correspondence</b>
a.	To note parking enforcement figures for November 2014
b.	To receive response from Police Authority re Neighbourhood Action Panel Meetings
c.	To receive any further correspondence/items for attention
<b>16.</b>	<b>Community Assets – locations to be provided to Clerk</b>
<b>17.</b>	<b>Parish Council Strategy – consideration of future facilities:</b>
a.	To discuss means to identify requirements
b.	Prioritisation of Parish Plan/Cllr Tranquada's Strategy Paper/Broomfield Leisure Facilities Document 2010
<b>18.</b>	<b>To discuss format of Annual Parish Meeting 22.4.15 &amp; formation of Working Party</b>
<b>19.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b>
	<i>The date of the next meeting will be 21<sup>st</sup> January 2015</i>