

# BROOMFIELD PARISH COUNCIL

**You are invited to attend a meeting of Broomfield Parish Council which will be held on Wednesday 17th September 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> September 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</b>
<b>3.</b>	<b>To approve minutes of Broomfield Parish Council Meetings:</b>
a.	Broomfield Parish Council Meeting 16 <sup>th</sup> July 2014 <span style="float: right;">*</span>
<b>4.</b>	<b>To co-opt new Councillors (if applicable)</b>
<b>5.</b>	<b>Essex Police</b>
a.	To receive report to include incidents since the last meeting
b.	To note Neighbourhood Action Panel Minutes 10.7.14
<b>6.</b>	<b>Receive report from County Councillor Aldridge for items not on agenda (max 10 mins)</b>
<b>7.</b>	<b>Receive report from City Councillors for items not on agenda (max 10 mins)</b>
<b>8.</b>	<b>Financial Matters</b>
a.	To receive Financial Reports & Bank Reconciliations for Broomfield Parish Council Accounts against relevant Bank Statements
b.	To receive Financial Reports & Bank Reconciliations for Broomfield Village Hall Charity Accounts against relevant Bank Statements
c.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting
d.	To approve amended Financial Regulations & Risk Management Policy
e.	To appoint Responsible Financial Officer
f.	To approve Schedule of Annual Direct Debits/Bill Payments
g.	To approve Schedule of Annual Contracts
h.	To receive grant application from Broomfield Village Hall Charity to pay for installation of new fitness equipment on David Smith Charity Field in the sum of £2,427
i.	To approve subscription to Open Spaces Society of £45
j.	Report on unpaid invoice of £25 re Broomfield Times Advert
<b>9.</b>	<b>To adopt Polices:</b>
a.	To adopt Health & Safety (& appointment of Health & Safety Officer)
b.	To adopt Fire Safety Policy
<b>10.</b>	<b>Property &amp; Planning Matters to include:</b>
a.	To note Planning Minutes (2) & receive brief report from Planning Committee Chairman <span style="float: right;">**</span>
<b>11.</b>	<b>Civic Amenities Matters (including Allotment Site) to include:</b>
a.	To note Civic Amenities Minutes (2) & receive brief report from Civic Amenities Chairman

<b>12.</b>	<b>Personnel Committee</b>
a.	To approve Minutes 29 <sup>th</sup> August 2014
b.	To adopt BPC Employer Policy Discretions for Local Government Pension Scheme
c.	To confirm entitlement of staff to join Essex Pension Fund
<b>13.</b>	<b>Broomfield Village Hall Charity Management Committee to include:</b>
a.	To receive Minutes (2) & Chairman's Report
b.	To receive end of year accounts to 31 <sup>st</sup> March 2014
<b>14.</b>	<b>To receive report from Working Parties (if any) Broomfield Communications/Village &amp; Community Events/VDS &amp; Parish Plan Action/Parish Council Strategy – Future Facilities</b>
a.	Broomfield Communications: report on setting up of new website/domain names & printing costs of Gt Waltham Parish News
b.	Report from Parish Council Strategy – Future Facilities: update on potential purchase of Little Bishop's Field
<b>15.</b>	<b>To receive report from Representatives to outside bodies/charities (Woollard's Charity/Passenger Transport/Emergency Planning/Broomfield Hospital Liaison/Parish Paths Partnership/Chelmsford Community Forum</b>
<b>16.</b>	<b>To receive reports from Councillors re areas of responsibilities for specific interest:</b>
a.	School Age Children – Cllr Carter
b.	Under 5 Contact – Cllr Smith
c.	Elderly/Care Homes – Cllr Garwood
d.	Football/Cricket/Police – Cllr Garwood
e.	Library – Cllr Carter
f.	History & Heritage – Cllr Blake
g.	Public Houses – Cllrs Carter & Thomson
h.	Roads & Paths – Cllr Wrenn
i.	Publications Co-ordinator – Cllr Thomson
<b>17.</b>	<b>Risk Assessments undertaken since last meeting – note, if any</b>
<b>18.</b>	<b>Correspondence Received – if any</b>
<b>19.</b>	<b>To receive items for information:</b>
a.	To receive parking enforcement figures for July & August 2014 *
b.	EALC Annual General Meeting Thursdays 18.9.14
c.	Report on Play in the Park August 2014 (total 265 attend 4 Broomfield sessions)
d.	Review of Polling Districts & Polling Places in Chelmsford <a href="http://www.chelmsford.gov.uk/2014review">http://www.chelmsford.gov.uk/2014review</a>
<b>20.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b>
	<i>The date of the next meeting will be 15<sup>th</sup> October 2014</i>