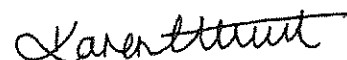


## BROOMFIELD PARISH COUNCIL

You are invited to attend a meeting of Broomfield Parish Council to be held on Wednesday 17<sup>th</sup> August 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm



Mrs Karen Hurrell  
Clerk to Broomfield Parish Council  
11<sup>th</sup> August 2016

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

1.	<b>Apologies for absence</b>
2.	<b>To receive any Declaration of Interest from Councillors</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>
3.	<b>To note vacancy to be filled by co-option</b>
4.	<b>To Co-opt new Councillors – if applicable</b>
5.	<b>To approve the minutes of Broomfield Parish Council's Meeting 15<sup>th</sup> June 2016</b>
6.	<b>To receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)</b>
7.	<b>To receive report from City Councillors for items not on the agenda (max 10 minutes)</b>
8.	<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 approve any virements between budgets headings (if applicable)
d.	To approve expenditure from Earmarked Reserves
e.	To receive draft end of year accounts from Broomfield Village Hall Charity
f.	To note upgrade of IT and website
9.	<b>Policy Matters:</b>
a.	<b>Communication &amp; Transparency – to consider a draft Set of Principles from the Chairman</b>
b.	<b>Recording of Meetings – to consider policy for recording by members of the public and press; to receive advice on the recording of meetings by Councillors and consider appropriate action</b>
c.	<b>Overarching Strategy Document</b>
	To receive regular report (Cllr Smith)
	To agree any changes to the current version of the Strategy
	To consider how best to publicise current version of the Strategy for Parishioners
10.	<b>Parish Council Committees:</b>
a.	<b>To receive updates &amp; to receive minutes for information from the following Committees:</b>
	Property & Planning Committee - including update on Erick Ave/Main Road Zebra Crossing
	Broomfield Village Hall Charity Management Committee
	Civic Amenities Committee
	Communications Committee
	Personnel Committee
	Financial & General Purposes Committee

b.	<b>To approve Terms of Reference for the following Committees</b>
	Communications Committee
<b>11.</b>	<b>Parish Councillors Information:</b>
a.	<b>To receive reports from Parish Councillors' responsibilities with respect to Village Life</b> ( <i>reports to be taken as read</i> )
b.	<b>To receive reports from outside bodies/meetings/courses attended</b> ( <i>reports to be taken as read</i> )
c.	<b>To receive information on social housing and whether Parish Council can help – Cllr Daden</b>
<b>12.</b>	<b>General Information &amp; Correspondence:</b>
a.	<b>To receive any correspondence:</b>
	- To note parking enforcement figures for June/July 2016
	- EALC Annual General Meeting 22.9.16 12.30 pm
b.	<b>To note any risk assessments undertaken:</b>
	- Monthly Fire Safety & Office Risk assessments/Angel Meadow Play Area Annual Inspections
<b>13.</b>	<b>Any other business for discussion purposes only &amp; referral to next agenda</b>