

BROOMFIELD PARISH COUNCIL

You are invited to attend the Annual Council Meeting of Broomfield Parish Council to be held on Wednesday 21st May 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Karen Hurrell

Mrs Karen Hurrell
Clerk to Broomfield Parish Council
14th May 2013

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 Councillor, if applicable	
6.	To receive the minutes of meeting 16th April 2013 *	
7.	To receive any Declaration of Interest from Councillors <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>	
a.	Review of Register of Members' Interests	
8.	Report from Essex Police	
9.	Receive report from County Councillor Aldridge for items not on agenda (maximum 10 minutes)	
10.	Receive report from City Councillors (maximum 10 minutes)	
11.	To elect Members to the following Committees & Working Parties: (see attached Nomination Form)	
a.	Committees:	
	Property & Planning Committee	5 plus 1 substitute
	Civic Amenities Committee	5 plus 1 substitute
	Financial & General Purposes Committee	Chair & Vice Chair of Parish Council, Chair & Vice Chair of Civic Amenities & 2 further Councillors - total 6
	Personnel Committee	Chair & Vice Chair of Parish Council, Chair of F& GP & Chair of BVH Charity Management Committee - total 4
	Broomfield Village Hall Charity Management Committee	Chairman of Parish Council stands as Trust Chairman
b.	Working Parties:	
	Broomfield Communication Working Party (Facebook/Website/Newsletter)	
	Village & Community Events Working Party (Pensioners' Lunch etc)	
	Village Design Statement & Parish Plan Action Working Party	
	To consider any further Committees/Working Parties	
12.	To confirm Terms of Reference for Committees/Working Parties will be adopted at the first meeting	

13.	Election of Representatives to outside bodies/Charities/other:	
a.	Woollard's Charity	<i>If applicable</i>
b.	Emergency Planning	Total 2
c.	Passenger Transport Representative	Total 1
d.	Broomfield Hospital Liaison Committee	Total 3
e.	Parish Paths Partnership (in liaison with Essex County Council)	Total 2 plus volunteers
f.	Sunflower Children's' Centre Forum	Total 1
g.	Broomfield Parish Councillors responsibility for specific aspects & areas:	
	School Age Children	Nursery & Children's' Centre
	Elderly/Care Homes	Football/Cricket
	Police Liaison	Library
	Public Houses	History & Heritage
	Roads & Pathways	
14.	Review of Model Code of Conduct, Standing Orders & Financial Regulations	
15.	Review of all Policies including: Complaints/Equal Opportunities/Smoke Free/Recruitment/Data Protection/Freedom of Information/Training/Retention & Disposal of Documents/Health & Safety/Risk Management/Fire Safety/Social Media <i>(copies of all Policies are held in Office if reference required prior to meeting)</i>	
16.	Review of annual subscriptions	
17.	Review of deeds for Angel Meadow, Centenary Wood, Allotment Site, Glebe Crescent Land & Broomfield Village Hall Charity & David Smith Memorial Field	
18.	Review of Assets Register	
19.	Renewal of insurance policy due 1/6/2014 – renewal £2091.27	
20.	Review of risk assessments undertaken	
21.	Financial Matters	
a.	Receive Financial Report for April 2014	
b.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting	
c.	To approve & sign Annual Return for the year ended 31.3.2014	
d.	To receive Internal Auditor's Report May 2014	
e.	To review effectiveness of Internal Audit & appointment of Internal Auditor	
f.	Review of Bank signatories for all Bank Accounts	
22.	Receive report from Planning & Property Committee to include (written reports to be provided – taken as read)	
a.	Receive report from Planning Committee Meeting 7 th May 2014	*
b.	Further reports as necessary	
23.	Civic Amenities Matters (including Allotment Site) to include: (written reports to be provided – taken as read)	
a.	To receive report from Chairman	
24.	Personnel Committee	
a.	Village Attendant - end of probationary period	

25.	Broomfield Village Hall Charity Management Committee to include (written reports to be provided – taken as read)
a.	To receive Minutes, Financial Report, Chairman’s Report & update on Broomfield Village Hall redevelopment
26.	To receive report from Broomfield Communications Working Group
a.	Broomfield Times Newsletter
b.	Facebook Page
c.	Broomfield Parish Council Website
27.	To receive report from Village Events & Community Engagement Working Party (when applicable)
28.	To receive report from Broomfield Parish Council Strategy Working Party
29.	To receive reports from Councillors re areas of responsibilities (if anything to report)
30.	To receive reports from Representatives to outside bodies/charities/other
31.	Correspondence Received
a.	Invitation to Annual Civic Service Sunday 8.6.14 to the Chairman and all Members
b.	Information regarding Broomfield Hospital Art Project
c.	Control of Street Trading – Chelmsford City Council *
32.	To receive items for information
a.	To receive parking enforcement figures for April 2014 *
33.	Any other business for discussion purposes only & referral to next agenda

** denotes item emailed with agenda (or previously emailed)/ hard copies available from Parish Council Office from MONDAY/available at Meeting*

