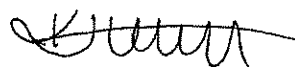


# BROOMFIELD PARISH COUNCIL

**You are invited to attend a meeting of Broomfield Parish Council will be held on Wednesday 19<sup>th</sup> February 2014 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm**



Mrs Karen Hurrell  
Clerk to Broomfield Parish Council  
12<sup>th</sup> February 2014

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

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| 1.  | <b>Apologies for absence</b>   |
| 2.  | <b>Declarations of Interest</b>  |
| 3.  | <b>To approve minutes of Broomfield Parish Council Meetings:</b>   |
| a.  | Broomfield Parish Council Meeting 15 <sup>th</sup> January 2013 *  |
| 4.  | <b>To co-opt new Councillor (if applicable)</b>  |
| 5.  | <b>Essex Police</b>  |
| a.  | To receive report to include incidents since the last meeting  |
| b.  | Report on meeting regarding Neighbourhood Action Panel   |
| 6.  | <b>Receive report from County Councillor Aldridge for items not on agenda</b>                                    |
| 7.  | <b>Receive report from City Councillors for items not on agenda</b>  |
| 8.  | <b>Financial Matters</b>   |
| a.  | To receive Financial Report for January 2014   |
| b.  | To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting      |
| c.  | Acceptance of computer maintenance contract with Ghost Enterprises Company                                       |
| 9.  | <b>Property &amp; Planning Matters to include:</b>   |
| a.  | To receive report from Planning Committee Meeting 5 <sup>th</sup> February 2014 & further reports as necessary * |
| 10. | <b>Civic Amenities Matters (including Allotment Site) to include:</b>  |
| a.  | To receive report from Chairman  |
| b.  | Confirmation received regarding nil rateable value for storage barn  |
| 11. | <b>Personnel Committee</b>   |
| a.  | Employment of Village Attendant – Stuart Jones   |
| b.  | Adoption of Social Media, Internet & Email Policy  |
| 12. | <b>Broomfield Village Hall Charity Management Committee to include:</b>  |
| a.  | To receive Minutes, Financial Report, Chairman's Report & update on Broomfield Village Hall redevelopment        |
| 13. | <b>To receive report from Broomfield Communications Working Party (Website, Facebook &amp; Newsletter)</b>       |
| 14. | <b>To receive report from Village Events Working Party (when applicable)</b>                                     |
| a.  | Pensioners' Lunch 26 <sup>th</sup> February 2014/supply of beef/receipt of £300 from Broomfield United Charities |
| 15. | <b>To receive report from Parish Council Strategy Working Party</b>  |

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| <b>16.</b> | <b>To receive reports from Councillors re areas of responsibilities:</b>   |
| a.         | School Age Children – Cllr Tranquada   |
| b.         | Nursery & Childrens’ Centre – Cllr Smith   |
| c.         | Elderly/Care Homes – Cllr Garwood  |
| d.         | Football/Cricket/Police – Cllr Garwood   |
| e.         | Library/Public Houses – Cllr Thomson   |
| f.         | History & Heritage – Cllr Blake  |
| g.         | Roads & Paths – Cllr Wrenn   |
| <b>17.</b> | <b>To receive report from Representatives to outside bodies/charities (Woollard’s Charity/Emergency Planning/Passenger Transport/Broomfield Hospital Liaison Committee</b> |
| <b>18.</b> | <b>Risk Assessments undertaken since last meeting – note, if any</b>   |
| <b>19.</b> | <b>Correspondence Received – if any</b>  |
| <b>20.</b> | <b>To receive items for information:</b>   |
| a.         | To receive parking enforcement figures for January 2013  |
| b.         | Play in the Park Bookings for August 2014  |
| c.         | Community Coffee Morning in Broomfield Village Hall first Wednesday of the month & attendance of Chelmsford City Council help desk   |
| d.         | To discuss forthcoming Annual Parish Meeting agenda (20.4.14)  |
| e.         | Re-adoption of Emergency Plan  |
| <b>21.</b> | <b>Any other business for discussion purposes only &amp; referral to next agenda</b>   |
|            | <i>The date of the next meeting will be 19<sup>th</sup> March 2014</i>   |