


BROOMFIELD PARISH COUNCIL

You are invited to attend a meeting of Broomfield Parish Council to be held on Wednesday 21st December 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm



Mrs Karen Hurrell
Clerk to Broomfield Parish Council
15th December 2016

1.	To agree whether to Record the Meeting or not
2.	Public Question Time
3.	To receive Apologies for Absence
4.	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>
5.	To grant Councillors dispensation to discuss the setting of the Precept for 2017/18
6.	To approve the minutes of Broomfield Parish Council's Meeting 19th October 2016 (if you wish to propose an amendment to the draft Minutes, please ensure you complete a form explaining your proposed amendment and send it to the Clerk) *
7.	To receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)
8.	To receive report from City Councillors for items not on the agenda (max 10 minutes)
9.	Financial Matters:
a.	To approve the minutes from the 16 th November 2016 Financial & General Purposes Minutes
b.	To review Jack & Jill Grant Application for 2017/18
c.	To set the Precept for 2017/18 (recommendations from F&GP Committee attached)
d.	To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
e.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting
10.	Personnel Matters
a.	To receive and consider a Proposal from the Personnel Committee to Restructure the Staffing of the Office
b.	To approve Personnel Committee Minutes 25.10.16 & 30.11.16 and confirm Terms of Reference
c.	To agree Arrangements for Appointing a new Clerk to the Council (subject to item a) above)
11.	Policy Matters:
a.	Information for Councillors. <ul style="list-style-type: none"> i) To consider what Information the Council should Publish (see attached list of documents suggested from recent meeting of new councillors and Clerk) and how best to do this ii) To agree terms of reference for the Finance and General Purposes Committee, including consideration of the following additional terms: 'To ensure that information required by law or regulation is published on the Council's website and/or through other media as appropriate To recommend to the Council any other information it believes the Council should publish for the benefit of councillors and the public'
b.	Code of Practice on Communication <ul style="list-style-type: none"> i) to receive the amended version of the Paper agreed in principle at a previous meeting and approve as a Code of Practice ii) To consider an additional section about Social Media iii) To consider the future of the Communications Committee in the light of the above

c.	Internal Communication between Councillors – to consider proposals from Cllr Daden
d.	Overarching Strategy Document:
	i) To receive regular report (Cllr Mercer)
	ii) To agree any changes to the current version of the Strategy
e.	To agree the schedule of full Parish Council Meetings for 2017
f.	To consider a Proposal to:
	a. offer a Mentor to New Councillors
	b. appoint a Training Co-ordinator to Facilitate Training for Councillors who wish to Participate
12.	Parish Council Committees/Working/Steering Groups: To receive minutes (for information only – taken as read) or notes from the following & to consider any additional matters listed:
a.	Property & Planning Committee
b.	Broomfield Village Hall Charity Management Committee
c.	Civic Amenities Committee – - To receive a Report on the Use of Angel Meadow and consider Next Steps (information provided at last meeting)
d.	Neighbourhood Plan Steering Group – - receive notes from meetings on 8.11.16 and 29.11.16 (NB notes of previous meetings have been presented to the Planning Committee)
13.	Broomfield Times: To agree outline of items to be included in the next edition and receive information about deadlines
14.	Items for Information/ Correspondence Received:
a.	To receive reports from Parish Councillors' responsibilities with respect to Village Life (<i>reports to be taken as read</i>)
b.	To receive reports from outside bodies/meetings/courses attended (<i>reports to be taken as read</i>)
c.	To note parking enforcement figures for Oct/Nov 2016
d.	To consider letter from St Mary's Church re Flower Festival July 2017
15.	Publicity – to identify items from Meeting to be placed on social media
16.	Any other business for discussion purposes only & referral to next agenda

****PLEASE NOTE – Items attached/to follow - hard copies will be available from the Office from Monday/available at the meeting***