

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 19th October 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members Present:	Chairman Councillor Blake Vice Chairmen Councillors Garwood & Mercer Councillors: Barnes, Daden, Howell, Hubble, Jones, Matthews, Thomson & Tranquada,
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Also Present:	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) City Councillor Knight & 4 Members of Public
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217.	To consider advice from NALC regarding Public Question Time The Clerk stated that following information received from NALC advising that Public Question Time be included as part of all Parish Council Meetings. Therefore it was agreed to follow this guidance and Public Question Time is to be taken as part of the meeting and minuted as such.
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218.	Public Question Time Mrs Marchant, owner of Angel Pavilion, addressed the Council.
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219.	Apologies for absence No apologies were received.
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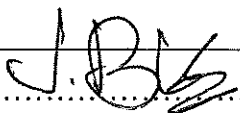
220.	To receive any Declaration of Interest from Councillors No declarations of interest were made.
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221.	To Co-opt new Councillors – if applicable Karen Charlton introduced herself to Members and expressed her interest in helping her community and becoming a Parish Councillor. It was proposed that Ms Charlton be co-opted onto the Parish Council – all Members voted unanimously in agreement and therefore she was co-opted onto the Parish Council and signed her Declaration of Acceptance and will submit her Register of Member's Interest in due course. The Chairman had received a letter from Les Steed who was willing to re-join the Parish Council. It was proposed that Mr Steed be co-opted onto the Parish Council and all Members voted unanimously in agreement and therefore he was co-opted onto the Parish Council. His Declaration of Acceptance and Register of Member's Interest will be signed in due course. It was noted that the Parish Council now have a full complement of 13 Councillors. ACTION: Clerk to report co-options to CCC
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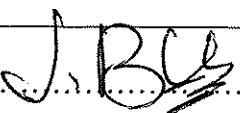
222.	To approve the minutes of Broomfield Parish Council's Meeting 17th August 2016 The following alterations were requested: 149 a) <i>It was requested that notes referred to in the minutes of meetings be included as appendices</i>The minutes were amended to include this alteration. 149 b) <i>Councillor Barnes had circulated an email addressed to Councillor Daden enquiring why she felt the need to record meetings and invited Councillor Daden to respond to the points he had raised. Councillor Daden felt she had been misunderstood and misrepresented in past minutes and she felt that minutes are too brief to be understood. She apologised for a sound check recording of part of a previous meeting without informing Councillors present at the time. Councillor Barnes felt that Councillor Daden had not answered his questions.</i> The minutes were altered to include this alteration. 149 b) <i>Change with to without.</i> An alteration to the above item number was agreed upon and it was duly resolved to sign the minutes as a true copy.
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Signed: J. BL100 Dated: 21/12/16

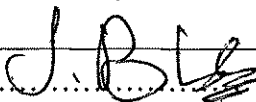
223.	To receive report from County Councillor Aldridge for items not on agenda Councillor Aldridge was not in attendance at the meeting.												
224.	To receive report from City Councillors for items not on the agenda Councillor Knight discussed the Chelmsford Local Plan and actions recently taken by Chelmsford City Council on illegal traveller sites. He also advised that Cabinet had agreed to black bins only being collected fortnightly. A couple of issues were raised regarding rubbish collections which he will investigate and report to the individual Councillors' concerned.												
225.	Financial Matters:												
a.	To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements Councillor Barnes had verified the Financial Reports to the Bank Statements which shows the following balances as at 30 th September 2016: <table><tr><td>Broomfield PC</td><td>Current Account Balance</td><td>£ 90,081.52</td></tr><tr><td></td><td>NSB Earmarked Reserves</td><td>£171,737.21</td></tr><tr><td>Broomfield Village Hall</td><td>Current Account Balance</td><td>£ 6,121.61</td></tr><tr><td></td><td>Deposit Account Balance</td><td>£ 2,219.48</td></tr></table> Councillor Barnes duly signed the reports.	Broomfield PC	Current Account Balance	£ 90,081.52		NSB Earmarked Reserves	£171,737.21	Broomfield Village Hall	Current Account Balance	£ 6,121.61		Deposit Account Balance	£ 2,219.48
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Broomfield Village Hall	Current Account Balance	£ 6,121.61											
	Deposit Account Balance	£ 2,219.48											
b.	To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting It was resolved to approve/ratify the invoices, bill payments and direct debits until 30 th September 2016 totalling £24,982.26.												
c.	To receive external Auditor's certificate & report for year ended 31.3.2016 The external Auditor's Certificate and report had been received and the Clerk was pleased to report that there were no comments or further actions to consider.												
d.	To consider response to Government consultation about capping parish council rates see https://www.surveymonkey.co.uk/r/583WBQL Discussion took place as to whether the Parish Council are content with the proposed capping of Parish Council precept increases to 2% - if this is exceeded then a referendum would have to take place. A vote was taken as to whether we should make a response and support NALC's objection to the proposed capping of rates in the future. 7 Members agreed not to make a response and 4 Members were in favour of supporting NALC's view. It was agreed no action is required.												
e.	To receive request from Broomfield Village Hall Charity to support the Adventure Cycleway project The project was explained in more detail to Members and Members were asked for their opinions. It was suggested that students from Chelmer Valley get involved in the design stage. However, it was noted that the design and technical support had been carried out free of charge by Chelmsford City Council. It was proposed to allocate £35k from the 2016/17 budget – all Members agreed to proposal. It was noted that the Precept would not be increased to pay for this project. There are funds of £35k already agreed in our current budget 2016/17 to support projects such as these as agreed in the Parish Council's Overarching Strategy Document (see Appendix A). Councillor Jones and Kathryn Cameron were thanked for their work on this project.												

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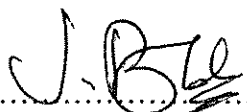
226.	Policy Matters:
a.	<p>Communication & Transparency – to receive the amended version of the Paper agreed in principle at the last meeting and approve as a Code of Practice</p> <p>This paper was amended (in red) from comments taken at the last meeting in August – it was agreed to take this to the next Parish Council Meeting in December for approval. (<i>see Appendix B</i>)</p> <p>ACTION: Item to be placed on December PC Agenda</p>
b.	<p>Recording of meetings – to continue consideration of a draft policy</p> <p>Three options were put to Members regarding recording of the Parish Council's meetings:</p> <ol style="list-style-type: none"> 1. Make a decision at the start of each meeting whether to instruct the Clerk to record that meeting or not 2. Record all meetings but for administrative purposes only i.e. if a Councillor is absent from the meeting and would like to hear the recording 3. Make recordings of all meetings and place them on the Parish Council's website. <p>It was again explained that the written minutes will always be the legal record of the meeting and have and will always be available to members of the public via the website or by provision of a hard copy.</p> <p>It was proposed that Option 1 become the policy of the Council. Also that the Clerk investigate cost of appropriate recording equipment to enable this policy to be implemented.</p> <p>11 Members agreed to this proposal – 1 Member objected - therefore motion carried.</p> <p>ACTION: Clerk to investigate costs of appropriate recording equipment & report back</p>
c.	<p>Internal Communication between Councillors – to consider proposals from Cllr Daden</p> <p>A document had been circulated to all Councillors. There seems to have been a misunderstanding concerning the minutes surrounding the Erick Avenue zebra crossing and the Chairman and Cllr Daden will discuss this after the meeting. It was agreed to take this document to the December meeting.</p> <p>ACTION: Item to be placed on December PC Agenda</p>
d.	Overarching Strategy Document:
	<p>i) To receive regular report (Cllr Mercer)</p> <p>It was explained that information collated from the consultation at the last two Annual Parish Meetings had informed the Overarching Strategy Document. This document was necessary not only to provide the Parish Council with information from their community on facilities required but also to provide Chelmsford City Council with evidence for proposed expenditure when Community Infrastructure Levy (CIL) is received.</p> <p>It was stressed that this document is currently a working document for the Parish Council and not currently in a format that lends itself to wider dissemination.</p>
	<p>ii) To agree any changes to the current version of the Strategy</p> <p>No changes were proposed.</p>
	<p>iii) Publicity for the Strategy</p> <p>It was agreed at the last Parish Council Meeting in August that it would be beneficial to be make the document accessible to a wider audience but it would need to be in a more self-explanatory format.</p> <p>ACTION: RM to produce format for publication in Broomfield</p>
227.	<p>Parish Council Committees/Working/Steering Groups:</p> <p>To receive minutes (for information only – taken as read) or notes from the following & to consider any additional matters listed:</p>

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a.	<p>Property & Planning Committee – proposals to:</p> <p>i) ask City Councillors to call Days Garage application to CCC Planning Committee All Members were in favour that the Days Garage planning application be called to Chelmsford City Council Planning Committee Meeting for decision. ACTION: Request made to CCC</p> <p>ii) withdraw application to ECC re right of way from Broomhall Close to Church Av. It was reported that the Parish Council together with local residents stopped Chelmer Housing Partnership building over an existing path through the garage block. It was agreed the legal documents be withdrawn by ECC Legal Services. ACTION: Clerk to contact ECC Legal Services & withdraw application. Clerk thank Chelmer Housing Partnership with their co-operation The Minutes were taken as read.</p>
b.	<p>Broomfield Village Hall Charity Management Committee The Minutes were taken as read. It was reported that a fundraising Bingo Night will be held on 26th November.</p>
c.	<p>Civic Amenities Committee – recommendation re adopting Angel Green phone kiosk The recommendation from Civic Amenities Committee to save and adopt the red telephone kiosk on Angel Green was accepted. The Committee will in future discuss how to use the kiosk. The Committee had met with Broomfield Football Club last week and due to inaccurate reports appearing on social media the Committee felt a brief update was required. It was emphasised that NO decisions had been made regarding the future use of Angel Meadow. This will be discussed further at the next Civic Amenities Meeting on 9th November, to which the Broomfield Football Club would be invited. This item will be placed on the next December Parish Council Meeting agenda for full discussion and report from the Committee Meeting, prior to any decision being taken by the full Council. ACTION: Item to be placed on next December PC Agenda</p>
d.	<p>Neighbourhood Plan Steering Group – receive notes and project plan Notes and project plan were noted. The Launch Event is on 19th November.</p>
e.	<p>Communications Committee – note resignation of Cllr Hubble There had been no meetings to report on since the last full Council meeting but it was noted that Councillor Hubble wished to resign from this Committee – agreed.</p>
f.	<p>To approve Terms of Reference for the following:</p>
	<p>i) Broomfield Neighbourhood Plan Steering Group – including confirmation of Parish Council members Terms of reference had been previously circulated and were agreed. It was also agreed that the Members representing the Parish Council on the Steering Group be Councillors Hubble, Garwood, Thomson, Blake and Steed.</p> <p>ii) Property & Planning Committee – add additional clause to allow the Committee to confirm recommendations from the Neighbourhood Plan Steering group, including on funding The following addition was made to the Terms of Reference and was approved: <i>Liaise with Neighbourhood Plan Steering Group and oversee its work on behalf of the Council; in particular, consider and determine recommendations from the Steering Group, including all financial matters.</i></p>
g.	<p>To consider the schedule of full Parish Council Meetings for 2017 Members were asked to reflect on the frequency of full Parish Council Meetings during 2016 and report back to next meeting.</p>

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228..	Broomfield Times – to agree items to be included in the next edition The Editor reported on items she had proposed so far to be included in the next edition of Broomfield Times (due to be circulated early December) which includes reports/articles from/regarding: Civic Amenities; Broomfield Village Hall; Library; Cubs; Broomhall Close footpath; St Mary's Church; BCGS; Chelmsford City Council; Neighbourhood Plan; Chelmsford Local Plan; Wheelie Bin Stickers; Adventure Cycleway; Angel Green Telephone Kiosk; 3 new Councillors; Overarching Strategy Document. The final draft will be approved before publication.
229.	Information Matters:
a.	To receive reports from Parish Councillors' responsibilities with respect to Village Life (reports to be taken as read) Noted
b.	To receive reports from outside bodies/meetings/courses attended (reports to be taken as read) A detailed report had been received from Councillor Howell on his attendance at the EALC AGM and Conference which was very informative.
c.	To update re new Councillor email addresses & note correct use of email addresses The Clerk will circulate the new instructions (i.e. Cllr???@broomfieldsex.co.uk) to all Councillors who have not yet set one up and wish to do so. It was reported that a Councillor's private email address had been placed on another Councillor's private facebook page – this should not occur and it was noted that all contact with Councillors should be made via the Parish Office, unless previously agreed by the councillor concerned.
d.	To note informal meeting re Angel Pavilion The notes were circulated and attached (<i>Appendix C</i>). ACTION: Use of social media to be put on December PC Agenda
230.	General Information & Correspondence:
a.	To receive any correspondence:
	To note parking enforcement figures for August/September 2016 Noted.
b.	To note any risk assessments undertaken:
	Monthly Fire Safety & Office Risk assessments/Angel Meadow Play Area Annual Inspections Noted.
231.	Publicity – to identify items from Meeting to be placed on social media The Clerk and Chairman will discuss items to be placed on the Parish Council's facebook and website. It was made clear that any items from the Parish Council should be published by the Parish Clerk (or Office staff) and not from individual Councillors.
232.	Any other business for discussion purposes only & referral to next agenda The Parliamentary Constituency boundary review was brought to Members' attention for individual comment if desired. A collection of original water colours had been brought into the Parish Office of some local houses which were for sale - the Clerk will advise the owner to approach the residents of the houses depicted in the paintings directly.
	<i>There being no further business the Chairman closed the meeting at 10.05 pm</i>

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Appendix A

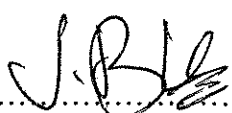
Broomfield Parish Council – Overarching Strategy Document for Improving the Parish at April 2016

Section 1: Sports and 'Formal' Leisure Activities (i.e. those requiring equipment or groundworks)		
Activity	Possible Location	Update on progress
Move the kickwall to a tarmac/grass matted area (BVHC Strategy Report for 2016 – 'Report')	DS Field – exact location TBC	Est. cost (as per Report) £1.5k Civic A Mtg 14.9.16 reported they are considering moving Kickwall to top half of Angel Meadow.
Resurface car park (Report)	Village Hall car park	Est. cost (as per Report) £20k (include £1.5k from Earmarked reserve for car park maintenance)
Cycle/walking track with seating and picnic tables (BVHC Business Plan April 2015/ Report 2016, accompanying plan)	DS Field	Est. cost (as per Report and 2015 Business Plan): £92k (i.e. total estimated cost of £150k less potential funding from external bodies, estimated at £58k)
Section 2: Purchase of land for informal 'open space', to promote public access and protect from development		
Location/Land	Purpose/Aim	Update on Progress
Night Pasture & Broom Pightle	Protect meadowland adjacent to Church Green Conservation Area; improve meadowland as a wildlife area with full public access; create seating and small picnic area in area next to Church Green; re-establish village pond.	Prudent to defer action at this stage, as recent Chelmsford Call for potential development Sites suggests this location is not currently being promoted – defer until after agreement of Chelmsford Local Plan or Broomfield Neighbourhood Plan. External funding can be sought – extent of support from BPC funds unclear at this stage. Writtle College willing to advise.
Felsted Field	Enhance visual impact of this strategic gap by tidying up and lowering bank on Main Road (as per VDS) – also to reduce movement of bank onto pavement. Longer term: secure field as 'Green Belt' and protect countryside and rural aspect between Chelmsford and Broomfield settlement areas.	Allow £2k at this stage. Persimmon plans for housing and pumping station seem to be on hold, so suggest direct approach to landowner for this short term action. Address this through negotiations with Persimmon and the Neighbourhood Plan. At this stage, seems unlikely to require BPC funding.
Anglo-Saxon Burial site adjacent to (east of) Day's Garage	Create open space with public access. Mark the significance of the site (e.g. monument and/or heritage information board)	Commit £2.5k in Earmarked Reserve for History and Heritage. Aim to meet all other costs from developer funding.

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Section 3: Improving the Village Environment (excluding sport/formal leisure facilities in Section1)

Location/Project	Details	Update on Progress
Village Gateways on Main Road on northern and southern parish boundaries. Incorporating separate item on 'Land outside Auberry Close'.	As per Parish Plan and VDS, gateways are needed to reduce traffic speed/increase driver care; also enhance sense of place.	Southern gateways now in place. Allocate £2k for raised beds and planting around gateways to enhance effect.
Angel Green	Enhance area with seating/planting etc	Wait until junction improvement works have been undertaken as part of the Broomfield Place development. Allocate funding from development income from Broomfield Place development.
Church Green	CCC Conservation Officer has drawn up plans for improvements to roadways, seating etc.	Need to contact conservation officer to check current status of plans and get provisional costs. Suggest BPC contribution of £10k but other funding streams would need to be identified.
Various locations	Create heritage information boards to increase sense of community, awareness of historic buildings	Use £2.5k in Earmarked Reserve for History and Heritage if this has not been required for Anglo-Saxon Burial site (see above).
Cycle path network (as per Annex 2 of Village Design Statement)	See map in Annex 2 of VDS – broadly 2 cycle paths one to east and one to west of village.	West cycle path is in theory being funded through ECC City Centre/Great Waltham cycle route (assuming it happens), though some BPC funding may be useful to influence design issues. East cycle path is currently unfunded.
Vellacotts Open Space Area (JW JB)	Enhance area	At present this area is maintained by CCC. In practice, it is already open space with public access. Not a priority.

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APPENDIX B

Communication & Transparency – draft Code of Conduct (amended version of discussion paper approved in principle at the last meeting)

Red text – amendments agreed in discussion at the meeting on 17.8.16

Blue text – other changes, mainly to develop the document from a discussion paper into a draft Code of Practice, or to provide extra detail.

Normal text – unchanged from the discussion paper agreed in principle on 17.8.16

1. Introduction

1.1 Parish councils exist to support the well-being of their parishes and parishioners. In particular, they have specific responsibilities defined by law which they must follow in the course of pursuing the well-being of their parish (in which they should be guided by the Clerk).

1.2 The various activities often referred to as 'Communication' are an important way of helping a parish council to work towards its aim of supporting the well-being of the parish. Communication with parishioners helps to plan the right direction of travel and to monitor if plans are being achieved effectively. Communication between councillors helps to ensure that a council works as a cohesive body, not as a group of semi-connected individuals. However, communication is not an end in itself and should not become a separate activity disconnected from the council's main work and focus. It is one means to achieving the overall end of well-being.


1.3 Good, effective communication cannot be measured by the volume of information shared. It cannot be 'inflicted' on people by rules or protocols. Rather it is about the quality of communication. The end point of good communication is understanding, which can in turn help to inform action. Speaking, listening, questioning and explaining are steps to achieving understanding. Communication is a two way process.

2. Communication with Parishioners

As a two way process, communication with parishioners involves both listening and speaking, the former being the most important.

2.1 How can/do we listen to parishioners?

- Parishioners raise concerns with the Parish Office week by week, either in person or by electronic messages (such as phone, e-mail, social media etc.)
- They also raise concerns with individual parish councillors
- They come to parish council and committee meetings to speak about specific issues (e.g. planning applications)

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- We hold specific events and invite parishioners to come and give us their views. The Annual Meeting for Parishioners is the most obvious example but one-off events are also held when required (e.g. the Save Broomfield Open Day in January 2016)
- Questionnaires and surveys. Although very time-consuming and therefore necessarily occasional, these represent the best form of statistical information about parishioners' views, because every parishioner or household has an equal opportunity to express their view. Questionnaires can be used in conjunction with open days in order to raise issues and feedback survey results (e.g. the Parish Plan and Village Design Statement).

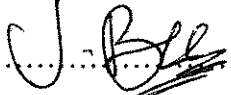
2.2 How can/do we speak with parishioners?

- Through articles and shorter information pieces (which could take the form of 'Question and Answers') in the Broomfield Times, published quarterly
- Through articles, bulletins and blogs on the Parish website
- Through shorter posts on social media
- Through agendas and minutes of council and committee meetings. However, minutes are formal legal records of meetings, highlighting just key facts (particularly action agreed). They therefore have limited value in publicising a full understanding of meetings in a populist way.

2.3 When speaking with parishioners, it is important that we:

- Present information in an open way, which leaves the reader able to come to more than one conclusion, unless the council/committee has already agreed a view on the matter (though even then the tone should still be positive and constructive). This can be difficult when writing about something important to us personally or in which we have invested a lot of effort or where we personally feel there is only one obvious conclusion.
- Avoid legal and professional jargon and 'local government speak' or explain it where it has to be used
- Provide context and background as necessary, rather than 'hitting' people with information that cannot be understood or digested
- Avoid statements that are illegal, abusive or defamatory or would bring the council into disrepute. To this end, information should be disseminated through the Clerk as far as possible. This is to protect individual councillors as much as the Council as a body.

3. Committees and Communicating with our Community

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3.1 Communication is often most effective when it comes direct from and goes to those engaged in the relevant activity. Due to the volume and complexity of business in this large parish, Broomfield Parish Council has agreed to maintain an active committee system with delegated powers.

3.2 The following committees generally meet monthly (as opposed to meeeting only when required) and exercise delegated powers routinely: civic amenities, finance and general purposes, planning and property, the village hall charity. These are referred to below as 'general committees'. In addition, there is a Neighbourhood Plan Steering Group (without delegated powers). Some individual councillors have specific responsibilities (also without formally delegated powers), such the editor of the Broomfield Times or the 'Overarching Strategy for Improving the Parish' or Broomfield Teens.


3.3 It is therefore vital for general committees and working groups to assume responsibility for communicating and receiving feedback on their area of responsibility rather than assuming that 'someone else' (such as the Clerk or the Communications Committee) will do it for them. Each can decide how much or little to make of this – depending on how much publicity they want to achieve and whether they prefer to use social media on a monthly basis or Broomfield Times on a quarterly basis. As a general rule, each committee/working group should aim to produce a short update after each of their meetings for social media (a kind of user-friendly version of the minutes for the public) and there should be an agenda item to this effect on each agenda (or quarterly if preferred). There should also be an annual item to prepare the committee's contirbution to the AGM.

3.4 Committees may find it helpful to designate someone as their communications co-ordinator, to be responsible for producing short updates/articles/posts etc. from time to time, agreeing them with other committee members and sending them to the Clerk (for website/social media) or Editor of the Broomfield Times (print articles/notices); also for preparing the committee's contribution to the AGM.

3.5 The Clerk's role is to check that material supplied for social media and (jointly with the Editor) for the Broomfield Times is appropriate for publication (rather than creating the material herself).

3.6 Committees, working groups and councillors with specific responsibilities also need to supply the Editor of the Broomfield Times with material about their activities in time for the necessary editorial and print deadlines. The preceding meeting of the full Council should include an item on the next edition to ensure that sufficient material is being supplied and that any overarching articles (beyond a specific committee's remit) are produced. A draft should be signed off by the Finance and General Purposes Committee (as this committee includes the Chair and all Committee Chairs) before publication for **broad content only** (not typos, grammar etc).

4. Internal Communication between members/staff of the Council

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Communication within the Council is also a two way process and needs to be conducted in a way that shows tolerance and respect to other councillors/staff, emphasises listening as much as speaking and provides clear context for information given.

While information can be **transmitted** in any circumstances, real communication (i.e. genuine sharing, listening and understanding) cannot be achieved by regulation. It will only exist where there is trust and a shared sense of purpose that is strong enough to survive disagreements about particular matters.

4.1 How can trust and a shared sense of purpose be maintained?

In meetings, they can be maintained by:

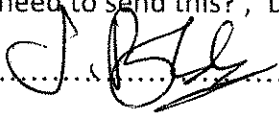
- Listening to each other with respect, bearing in mind that no one is right all the time and that everyone has insights to offer
- The chair of the meeting ensuring that all councillors have a chance to speak, especially when significant decisions are taken.

At all times (in and out of meetings), it is necessary to have a clear understanding of how a council operates as a body, not just a meeting of individuals. Councillors should be able to demonstrate when they are acting as councillors and when as individual citizens. This can be supported by:

- Councillors keeping their personal and council e-mail and social media accounts separate and distinct
- Making any press statements through the parish office
- When attending external meetings, doing so with at least one other councillor or member of staff. If this is not possible (e.g. due to the urgency of the meeting or difficulty of finding a companion), a summary should be sent to the Clerk as soon as possible afterwards and circulated to other councillors or committee members (as appropriate)

4.2 What information should be communicated?


4.2.1 There will often be an element of judgement here, but the principle should be that councillors receive all information necessary for them to make fully-informed decisions about their responsibilities. Beyond this, it is helpful to avoid the temptation to copy in everyone 'just in case', as receiving too much information can obscure specific information which is vital for a particular councillor or member of staff to know. In the electronic age, it is easy to send information, but the proper assimilation, appreciation and understanding of information is just the same as before. It is important both for councillors and staff that workload remains sustainable or there could be an adverse impact on recruitment, retention and mental health. It is therefore useful to think before sending information in any medium: 'Do I need to send this?', 'Does person X need to know this?'.

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4.2.2 Some information should never be shared generally, for instance details about individual staff matters. Other information must be in the public domain or must be made available if requested as a Freedom of Information request. The Council's Freedom of Information Policy, Data Protection Policy and Retention and Disposal of Records Policy set out what information is retained, for how long and how freedom of information requests are handled.

4.2.3 Where decisions are reserved to the full Council, necessary information should be received by all councillors; where powers have been delegated to committees, it should be received by those on the relevant committee. However, committee agendas and minutes should be sent to all councillors, as all have the right to attend committee meetings. Minutes should include as annexes any document needed to make sense of the minutes, for instance a report of a meeting presented to the Committee or a consultation document considered at the meeting. Where such a document is very long, a weblink to it should be considered instead


4.2.4 In addition to presenting their minutes to the following full council meeting, committees should answer any questions or provide clarification for other councillors. From time to time, committees should give a fuller presentation to the full Council, so that other councillors can maintain an overview of the committee's work.

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Appendix C

Notes from informal meeting re Angel Pavilion

Date	Monday 22 nd August 2016 5.30 pm Broomfield Parish Council Office
Present	Councillor John Barnes Clerk Mrs Karen Hurrell Owner Mrs Mahira Marchant
Purpose	To discuss possible Grant application to Broomfield Parish Council
Notes	<p>Mrs Marchant gave a brief outline on possible uses of Angel Pavilion which includes:</p> <ul style="list-style-type: none">• Child care• 11 plus tutoring• Café• Youth facilities• Outdoor cinema (use of Angel Meadow)• Food Festivals• Duke of Edinburgh Centre• Other uses to be decided upon <p>She informed us that the present D2 planning classification (D2 Assembly and leisure - Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used) will not have to be changed.</p> <p>Grant Application:</p> <p>The Parish Council's grant application process was discussed and also the amounts that might be available (maximum grant made so far is £2,500) Councillor Barnes stressed that these grants were for 'non-profit' making groups i.e. Broomfield Scouts etc but the Parish Council may consider a grant to enhance security lighting; cycle shelter; cctv; coffee machine etc – all applications are fully considered by Financial & General Purposes Committee (F&GP)</p> <p>There are no Accounts available so therefore a Business Plan would have to be provided with the grant application. It was noted that an ECC Community Initiatives Fund will be applied for.</p> <p>Mrs Marchant had been supplied with a grant application form and conditions.</p>

Signed:..........112 Dated:.....21.12.16.....