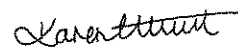


BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council is to be held on Wednesday 15th February 2017 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm



Mrs Karen Hurrell
Clerk to Broomfield Parish Council
9th February 2017

1.	To appoint a Chairman
2.	To agree whether to Record the Meeting or not
3.	Public Question Time
4.	To receive Apologies for Absence
5.	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>
6.	To approve the minutes of Broomfield Parish Council's Meeting 21st December 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 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 confirm 2017 Play Schemes booked for Easter & Summer Holidays (total cost £1711)
d.	To note expenditure of £45 on recording equipment (2016/17 Communications Budget)
e.	To report on Grants issued for 2016/17 Financial Year
f.	To review Bank Signatories for Co-operative Bank PLC & National Savings Bank
10.	Personnel Matters
a.	To receive an update on the appointment of a new Clerk
11.	Policy Matters:
a.	Code of Practice on Communication: <ul style="list-style-type: none"> - To consider an additional section about Social Media – Cllr Blake - To note/consider Chairman's action re: recent social media post.
b.	Internal Communications between Councillors – to consider proposals from Cllr Daden
c.	Proposal from Cllr Daden: That a draft agenda is circulated three days before officially published, serving not only a reminder to cllrs but to clarify all their items have been noted
d.	Overarching Strategy Document – Update

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 Including an update on a meeting with Contractors re proposed re-siting of kickwall to Angel Meadow
d.	To replace the Communications Committee with specific ‘ad hoc’ working parties for particular tasks as required
e.	Neighbourhood Plan Steering Group – - notes of meetings have been presented to the Planning Committee. But for information please see attached analysis of survey forms from the Launch Event last November.
f.	Youth Provision, including - To approve the carry over of unspent Communication/Youth Provision Budget of £444 to next year - To decide whether Broomfield Teens can include our neighbours - To consider approving a budget of £1000 to develop Broomfield Teens in 2017/18, with £444 to be initially spent on the opening zorbing event - To consider any other details contained in Cllr Daden’s e-mail dated 5 th February (previously circulated)
13.	Broomfield Times: To receive an update on the forthcoming and future editions
14.	Items for Information/ Correspondence Received:
a.	To receive information about forthcoming Training Courses (Cllr Garwood)
b.	To receive reports from Parish Councillors’ responsibilities with respect to Village Life (<i>reports to be taken as read</i>)
c.	To receive reports from outside bodies/meetings attended (<i>reports to be taken as read</i>)
d.	To note parking enforcement figures for Dec 2016
e.	To consider letter received from Chelmsford City Council requesting support for lottery funding bid for Chelmsford Museum
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***