

## BROOMFIELD PARISH COUNCIL

### Dear Councillor

You are summoned to attend the forthcoming meeting of Broomfield Parish Council to be held at Broomfield Village Hall at 7.30 p.m. on Wednesday 15<sup>th</sup> March 2017 for the purpose of transacting the business shown in the Agenda.



Michael Letch  
Locum Clerk  
8<sup>th</sup> March 2017

**The public and press are welcome to be present.**

1.	<b>Members attending</b> <b>Motion:</b> To record and accept apologies for absence.
2.	<b>Declarations of interests</b> 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.
3.	<b>To consider recording the meeting</b> <b>Motion.</b> To approve recording of the full council meeting.
4.	<b>Public Question Time</b> The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the parish.
5.	<b>To approve the minutes of Broomfield Parish Council's Meeting 15<sup>th</sup> February 2017.</b> <b>Motion:</b> The minutes of Full Council Meeting held on 15 <sup>th</sup> February 2017 are accepted as a true record.
6.	<b>To receive report from County Councillor Aldridge for items not on agenda.</b>
7.	<b>To receive report from City Councillors for items not on the agenda.</b>
8.	<b>Financial Matters:</b>
a.	To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements
b.	To note and approve invoices, bill payments, direct debits and standing orders for payment.
9.	<b>Personnel Matters</b>
a.	To receive an update on the appointment of a Locum Clerk and the appointment of a permanent Clerk.
10.	<b>Policy Matters</b>

a.	Overarching Strategy Document – Update (if any)
b.	Social Media Policy
c.	Internal Communication – Cllr Daden
d.	Draft Agendas for Full Council and Committee meetings. <b>Motion:</b> That Councillors wishing an item to be included on the agenda of a forthcoming meeting notify the Clerk in writing 10 days before the meeting and request an acknowledgement of their request (final decision to rest with the Chair of the meeting).
11.	<b>Parish Council Committees/Working/Steering Groups:</b> <b>To receive minutes (for information only – taken as read) or notes from the following &amp; to consider any additional matters listed:</b>
a.	Property and Planning Committee To receive update on the Chelmsford Local Plan Preferred Option and consider Next Steps
b.	Broomfield Village Hall Charity Management Committee
c.	Civic Amenities Committee.
d.	Neighbourhood Plan Steering Group.
12.	<b>Youth Provision.</b> To be considered at next meeting.
13.	<b>Broomfield Times:</b> To receive an update on the forthcoming and future editions
14.	<b>Items for Information/ Correspondence Received:</b>
a.	To receive information about forthcoming Training Courses (Cllr Garwood)
b.	To receive reports from outside bodies/meetings attended ( <i>reports to be taken as read</i> )
15.	<b>Annual Meeting with Parishioners</b> To agree a theme (s), confirm date and appoint a Working Group to prepare for the meeting.
16.	<b>To note parking enforcement figures for February 2017</b>
17.	<b>To elect a new Chairman</b>
18.	<b>Publicity – to identify items from Meeting to be placed on social media</b>
19.	<b>Items for next agenda.</b>

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