

# **BROOMFIELD PARISH COUNCIL**

Dear Councillor

You are summoned to attend the Annual Council Meeting of Broomfield Parish Council to be held on Wednesday 17th May 2017 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm



Michael Letch  
Locum Clerk  
11th May 2017

1.	<b>Election of Chairman</b>
2.	<b>To receive Chairman's Declaration of Acceptance of Office</b>
3.	<b>Appointment of Vice Chairman</b>
4.	<b>Members attending</b> <b>Motion.</b> To record and accept apologies for absence
5.	<b>To approve the minutes of Broomfield Parish Council's Meeting 16th March 2017.</b> <b>Motion:</b> The minutes of Full Council Meeting held on 16th March 2017 are accepted as a true record.
6.	<b>To receive any Declaration of Interest from Councillors</b>
7.	<b>To review of Register of Members' Interests</b>
8.	<b>Receive report from County Councillor Aldridge for items not on agenda (max 10 minutes)</b>
9.	<b>Receive report from City Councillors for items not on the agenda (max 10 minutes)</b>
10.	<b>To elect Members to the following Committees:</b> <b>Motion:</b> the published list of committee membership and representatives to outside bodies is adopted for 2017 -18.
11.	<b>To approve or amend the Terms of Reference for Committees.</b> <b>Motion:</b> the committee terms of reference are adopted for 2017 -18.
12.	<b>To approve or amend the Code of Conduct, Standing Orders &amp; Financial Regulations for 2017-18</b> <b>Motion.</b> The published documents are adopted for 2017-18
13.	<b>To approve or amend the current policies</b> Complaints, Freedom of Information, Data Protection, Health & Safety, Risk Management, Fire Safety, Equal Opportunities, Recruitment, Smoke Free, Training, Retention & Disposal of Documents, Social Media, Pension Discretions, Publications of Photographs, Disciplinary Procedure & Grievance Procedure. <b>Motion.</b> The published documents are adopted for 2017-18
14.	<b>To note the Parish Council and Village Hall balances and reconciliations for April 2017</b>

15.	To note income and expenditure reports for April 2017.
16.	To receive Internal Audit Report for year ending 31.3.2017 and agree actions arising.
17.	<b>To approve the annual governance statement for year ending 31.3.2017</b> <b>Motion.</b> The council approves the governance statement for submission to the external auditor
18.	<b>To approve the annual accounting statement for year ending 31.3.2017</b> <b>Motion.</b> The council approves the accounting statement for submission to the external auditor
19.	To receive draft Report of the Trustees & Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.3.17
20.	Annual Parish Meeting 24 <sup>th</sup> May 2017 – to confirm final details.
21.	To note minutes from the following Committees:
21.1.	Financial & General Purposes Committee
21.2.	Broomfield Village Hall Committee
21.3.	Civic Amenities Committee
21.4.	Communications Committee
21.5.	Property & Planning Committee
22.	To note written reports from Representatives to outside bodies/charities
23.	To consider introducing a blog to the website for the timely publication of information that is of use or interest to the parish.
24.	Correspondence
25.	To note parking enforcement figures for April 2017
26.	Items for next agenda