

BROOMFIELD PARISH COUNCIL

**Minutes of the Annual Council Meeting of Broomfield Parish Council
Held on Tuesday 7th May 2019 in the Methodist Hall, Main Road, Broomfield at 7.30pm.**

19/149.	The Councillors completed and the Clerk countersigned their declarations of acceptance of office prior to the meeting. The Council noted the result of the election to Chelmsford City Council and offered their congratulations to City Councillors Daden, Steel & Knight, and their commiserations to Parish Cllrs Faulds and Howell.
19/150.	Election of Chairman. Cllr Barnes was nominated by Cllr Steed seconded by Cllr Blake and elected unopposed.
19/151.	The Chairman completed and the Clerk countersigned the declaration of acceptance of office .
19/152.	Appointment of Vice Chairman Cllr Mercer was nominated by Cllr Barnes seconded by Cllr Steed and elected unopposed.
19/153.	Members attending Chairman Cllr Barnes Councillors Blake, Daden, Faulds, Hubble, Howell, Matthews, Mercer, Thomson, Steed Also Present The Clerk, one member of the public. Resolved. Apologies were accepted from Cllr Mercer. Proposed Cllr Barnes and carried unanimously.
19/154.	There were no declarations of interest from Councillors.
19/155.	To approve the minutes of Broomfield Parish Council's Meeting 17th April 2019. Resolved: The minutes of Full Council Meeting held on 17 th April 2019 are accepted as a true record. Proposed Cllr Faulds seconded Cllr Steed and carried with two abstentions.
19/156.	County Councillor Aldridge was unable to attend.
19/157.	Following the elections, there were no City Councillors to attend this item.
19/158.	To review the Register of Members' Interests Councillors are requested to return their 2019 register of interests.
19/159.	To appoint signatories to the Council bank account. Resolved. The Council appoints Cllrs Barnes and Hubble as signatories to the primary bank account. Proposed Cllr Blake seconded Cllr Steed and carried unanimously.

19/160.	<p>To elect Members to the following Committees:</p> <p>Resolved: With the following amendments, the published list of committee membership and representatives to outside bodies is adopted for 2019 -20. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p> <p>Cllr Daden will leave planning committee and join village amenities committee.</p> <p>Cllr Howell will join the personnel committee.</p> <p>Cllr Faulds will leave VA and join VH.</p> <p>Cllr Steed will become the representative for Woolards Charity.</p> <p>Cllr Hubble will become emergency planning</p> <p>Cllr Hubble will join Finance.</p> <p>Cllr Thomson will become libraries representative.</p> <p>Police representative to remain vacant, the police to be invited to the coffee mornings</p> <p>Councillors were thanked for their work on committees</p>
19/161.	<p>To approve or amend the Terms of Reference for Committees.</p> <p>Resolved: With the correction of replacing Environment with Village Amenities, Revision 1.7 will be updated and published as revision 1.8 being the adopted committee terms of reference for 2019 -20. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
19/162.	<p>To approve the calendar of meetings for 2019 – 20</p> <p>The council considered the possibility of meeting monthly, but preferred the idea of strengthening the reports from committees.</p> <p>Resolved: The calendar of meetings outlined in the Terms of Reference for the civic year is approved. Proposed Cllr Steed seconded Cllr Daden and carried unanimously.</p>
19/163.	<p>To approve or amend the Code of Conduct, Standing Orders & Financial Regulations for 2018-19</p> <p>Resolved. The published documents are adopted for 2018-19. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously</p>
19/164.	<p>To approve or amend the current policies</p> <p>Complaints, Freedom of Information, Data Protection, Health & Safety, Risk Management, Fire Safety, Equal Opportunities, Recruitment, Smoke Free, Training, Retention & Disposal of Documents, Communications, Social Media, Pension Discretions, Publications of Photographs, Disciplinary Procedure & Grievance Procedure.</p> <p>Resolved. The published documents are adopted for 2019-20. Proposed Cllr Blake seconded Cllr Barnes and carried unanimously.</p>

19/165.	To approve the restatement of Parish Council accounts from Receipts & Payments to Income & Expenditure to meet External Audit Requirements. Resolved. From 1 st April 2018, the council will state its accounts on Income & Expenditure basis. Proposed Cllr Barnes seconded Cllr Hubble and carried unanimously.
19/166.	To approve the annual governance statement for year ending 31.3.2019 Resolved. The council approves the governance statement for submission to the external auditor. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.
19/167.	To approve the annual accounting statement for year ending 31.3.2019 Resolved. The council approves the accounting statement for submission to the external auditor. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.
19/168.	To receive draft Report of the Trustees & Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.3.19 (not available)
19/169.	To note minutes from the following Committees:
169.1.	Finance Committee – no meeting
169.2.	Broomfield Village Hall Committee minutes were noted
169.3.	Village Amenities Committee minutes were noted
169.4.	Property & Planning Committee was inquorate and decisions were made under delegated powers.
169.5.	It was confirmed that the work of the Broomfield Times working group would be covered by the Communication policy.
19/170.	It was confirmed that the parking needs and options working group has been wound-up.
19/171.	There were no written reports from Representatives to outside bodies/charities. Cllr Thomson will be attending a meeting with ECC about bus transport and will raise the matter of First Bus discontinuing printed bus timetables with First Bus if they are at the meeting.
19/172.	The planning enforcement figures for April 2018 were noted.
19/173.	Items for next agenda.