



# Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 21st June 2023 at 7.30 p.m. in the Broomfield Parish Council Village Hall for the transaction of business as set out below.

*Mark Hembury*

Mark Hembury  
Clerk to the Council

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| 23/36 | <b>Members attending.</b><br><b>Motion.</b> To record and accept apologies for absence.                                                                                                                                                                                                                                                                                                                                           |
| 23/37 | <b>Declarations of interests</b><br>To receive any declarations of interests from Councillors.                                                                                                                                                                                                                                                                                                                                    |
| 23/38 | <b>To consider a <a href="#">co-option request</a> to the Parish Council.</b>                                                                                                                                                                                                                                                                                                                                                     |
| 23/39 | <b>To approve the <a href="#">minutes</a> of the Council Meeting held on 17th May 2023.</b><br><b>Motion.</b> The minutes of the Full Council meeting are accepted as a true record.                                                                                                                                                                                                                                              |
| 23/40 | <b>Public Question Time.</b><br>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.                                                                                                                                                                                                                        |
| 23/41 | <b>To receive a report from the County Council for items not on agenda.</b>                                                                                                                                                                                                                                                                                                                                                       |
| 23/42 | <b>To receive a report from City Council for items not on the agenda.</b>                                                                                                                                                                                                                                                                                                                                                         |
| 23/43 | <b>Correspondence</b><br>None received.                                                                                                                                                                                                                                                                                                                                                                                           |
| 23/44 | <b>Consultations</b><br>None received.                                                                                                                                                                                                                                                                                                                                                                                            |
| 23/45 | <b>Reports from Councillors on outside bodies</b><br>Local Highways Panel – Councillor Steel (County and City Councillor)<br>Woolards Charity – Councillor Faulds<br>Broomfield Hospital liaison – Councilor Blake<br>Football Sports Clubs – Events and Fundraising Manager<br>Elderly Care Homes – Events and Fundraising Manager<br>Transport – Councillor Thomson<br>Schools – Councillor Bowman<br>Police – Councillor Scott |
| 23/46 | <b>To note financial reports for May 2023</b><br>To approve the <a href="#">bank statement</a> and <a href="#">reconciliation</a> for May 2023<br>To note cashbook, <a href="#">income and expenditure</a> for May 2023.<br>To note <a href="#">salary payments</a> for May 2023.<br><b>Motion:</b> The Council approves the financial records for May 2023 noting the current account reconciliation figure of £17,022.61        |

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| <b>23/47</b>   | <b>To review the Council's <a href="#">Internal Control Strategy document</a></b><br><b>Motion</b> The Council approves the published internal control strategy document for 2023/24                                                                                                                                                                 |
| <b>23/48</b>   | <b>To review the Council's <a href="#">Risk Management document</a></b><br><b>Motion.</b> The Council approves the published risk management document.                                                                                                                                                                                               |
| <b>23/49</b>   | <b>To approve the <a href="#">annual return</a> for publication.</b><br><b>Motion.</b> The council approves<br>a) The Annual Governance Statement 2022/23 and<br>b) The Accounting Statement 2022/23 for publication.                                                                                                                                |
| <b>23/50</b>   | <b>To approve a virement of £300 from Councillors Allowances (code 4065/100) to a new expenditure code – Chairman's Allowance, to provide for minor disbursements.</b><br><b>Motion.</b> The Council approves of a £300 virement to a new Chairman's Allowance code.                                                                                 |
| <b>23/51</b>   | <b>To consider amendments to the Council <a href="#">Grants Application Policy</a>.</b><br><b>Motion.</b> The Council approves of the amendments to the Grant Application Policy as published.                                                                                                                                                       |
| <b>23/52</b>   | <b>Following a meeting of the Sole Trustee of Broomfield Village Hall, a request for a grant of £5000 is being made to support the <a href="#">operating expenses</a> of the Village Hall.</b><br><b>Motion.</b> The Council approves of awarding a grant of £5000 to Broomfield Village Hall Charity to support the operating expenses of the hall. |
| <b>23/53</b>   | <b>To review the Council Policy on <a href="#">Communication and Transparency</a></b><br><b>Motion.</b> The Council approves the Communication and Transparency Policy as published.                                                                                                                                                                 |
| <b>23/54</b>   | <b>To consider terms of reference for the Communications Committee, the Heath and Well-being Working Group and the Development Working Group.</b>                                                                                                                                                                                                    |
| <b>23/55</b>   | <b>To consider the results of the the Annual Parish Meeting survey 2023</b>                                                                                                                                                                                                                                                                          |
| <b>23/56</b>   | <b>To receive an update from the Clerk on matters arising from previous meetings.</b>                                                                                                                                                                                                                                                                |
| <b>23/57</b>   | <b>To note minutes from the following Committees:</b>                                                                                                                                                                                                                                                                                                |
| <b>23/57.1</b> | Finance and Personnel Committee – Noted at Council Meeting of 20 <sup>th</sup> April                                                                                                                                                                                                                                                                 |
| <b>23/57.2</b> | Village Amenities Committee – minutes from 14 <sup>th</sup> June not yet available                                                                                                                                                                                                                                                                   |
| <b>23/57.3</b> | Property & Planning Committee <a href="#">7th June (draft)</a>                                                                                                                                                                                                                                                                                       |
| <b>23/57.4</b> | Communications Committee – No recent meeting                                                                                                                                                                                                                                                                                                         |
| <b>23/57.5</b> | School Lane Working Group – No recent meeting.                                                                                                                                                                                                                                                                                                       |
| <b>23/58</b>   | <b>Matters for the next meeting</b>                                                                                                                                                                                                                                                                                                                  |