



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 17th May 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

23/1	Election of Chairman
23/2	To receive Chairman's Declaration of Acceptance of Office
23/3	Election of Vice-Chairman
23/4	Members attending. Motion. To record and accept apologies for absence
23/5	To receive any Declarations of interests from Councillors
23/6	To approve the minutes of the Council Meeting held on 15th March 2023. Motion. The minutes of the Full Council meeting are accepted as a true record.
23/7	Public Question Time. 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.
23/8	To receive a report from the County Council for items not on agenda.
23/9	To receive a report from the City Council for items not on the agenda.
23/10	Correspondence None received.
23/11	Consultations None received.
23/12	To review representation on external bodies and arrangements for reporting back. Councillors previously holding responsibility shown below. Local Highways Panel – Councilor Daden Woolards Charity – Councillor Faulds Broomfield Hospital Liaison – Councillor Blake Football Sports Clubs – Councillor Daden Elderly Care Homes – Councillor Hubble Transport – Councillor Thomson Schools – Councillor Bowman Police – Councillor Scott

	Licensed Premises -Councillor Perry
23/13	To note financial reports for March 2023. To approve the bank statement and reconciliation for March 2023 To note cashbook income and expenditure for March 2023 To note salary payments for March 2023 Motion: The Council approves the financial records for March 2023 noting the current account reconciliation figure of £3,200.61
23/14	To note financial reports for April 2023. To approve the bank statement and reconciliation for April 2023 To note cashbook income and expenditure for April 2023 To note salary payments for April 2023 Motion: The Council approves the financial records for April 2023 noting the current account reconciliation figure of £103,613.18
23/15	To agree the terms of reference for Council and Committees. Motion The council approves the amended terms of reference document common to all committees as published.
23/16	To appoint members to each Committee and elect a Chairman and Vice Chairman for each Committee. Current membership – Finance and Personnel Committee Councillor Barnes – Committee Chairman PC Chairman – Councillor Bleet PC Vice-Chairman VHC Chairman – Councillor Faulds Planning Committee Chairman – Councillor Blake Planning Committee Cllr Blake - Chairman Cllr Thomson Cllr Bowman Cllr Barnes Environment Committee Cllr Faulds Cllr Scott Cllr Howell Cllr Perry Communications Committee Cllr Bleet – Chairman Cllr Blake Cllr Barnes Cllr Scott
23/17	To agree standing orders for the year 2023 – 2024 Motion. The Council approves the standing orders as published.
23/18	To agree financial regulations for the year 2023 – 2024 Motion. The Council approves financial regulations as published.

23/19	Appointment of Clerk to administer dispensations in 2023 - 2024 Motion. The Clerk as Proper Officer to the Council will be authorised, where in his view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate.
23/20	To adopt the General Power of Competence. Motion. With a suitably qualified Clerk, and the required number of elected Councillors, the Parish Council approves of adopting the General Power of Competence.
23/21	To review the inventory of land and other assets. Motion. The Council approves the inventory of land and other assets as published.
23/22	To confirm insurance cover for the period 1st June 2023 – 31st May 2024. Motion. The Council approves the quote for annual insurance as provided by Hiscox Insurance Company Limited for £4704.35
23/23	To review the Council's list of subscriptions to other bodies.
23/24	To review the Council Complaints Procedure. Motion. The Council approves the Complaints Policy as published.
23/25	To review the Freedom of Information policy as published. Motion. The council approves the Freedom of Information Policy as published.
23/26	To review the Council Social Media Policy. Motion. The Council approves the Social Media Policy as published.
23/27	To review the Council Equal Opportunities Policy. Motion. The Council approves the Equal Opportunities Policy as published.
23/28	To note the meeting dates for the coming year.
23/29	To note the internal auditors report for the financial year 2022/23
23/30	To consider the requirement for the continuation of the Highways (School Lane) Working Group and any changes necessary to its Terms of Reference.
23/31	To approve expenditure of up to £2000 on safety related signage for School Lane. Motion. The Council approves of the expenditure of up to £2000 for safety related signage for School Lane. Spending to be taken from the School Lane earmarked reserve.
23/32	Update from the Clerk The Clerk will provide the Council with an update on matters of interest to the Council or previous agenda items.
23/33	To consider a request from Councillor Bowman to extend the period by which her declaration of acceptance of office must be made, to the next meeting of the Council on June 21st. Motion. The Council approves of allowing Councillor Bowman to make her declaration of acceptance at the meeting of the Council to be held on Wednesday 21 st June.
23/34	To note minutes from the following Committees:
23/34.1	Finance and Personnel Committee – Draft minutes of 22 nd March
23/34.2	Environment Committee – Draft minutes from 8 th March awaited

23/34.3	Property & Planning Committee Draft minutes of 5 th April
23/34.4	Communications Committee – No recent meeting
23/34.5	School Lane Working Group – No recent meeting.
23/35	Matters for the next meeting