



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 11th June 2025 at 7.30 p.m. in the Broomfield Village Hall for the transaction of business as set out below.

Mark Hembury

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Clerk to the Council

25/38	Members attending. Motion. To record and accept apologies for absence.
25/39	Declarations of interests To receive any declarations of interests from Councillors.
25/40	To approve the minutes of the Council Meeting held on 14th May 2025. Motion. The minutes of the Full Council meeting are accepted as a true record.
25/41	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.
25/42	To receive a report from the County Council for items not on agenda.
25/43	To receive a report from City Council for items not on the agenda.
25/44	Correspondence None received.
25/45	Consultations None received.
25/46	Reports from Councillors on outside bodies Local Highways Panel – Councillor Steel (County and City Councillor) Woollards Charity – Councillor Faulds Broomfield Hospital liaison – Councilor Blake Football Sports Clubs – Events and Fundraising Manager Elderly Care Homes – Events and Fundraising Manager Transport – Councillor Thomson Schools – Vacant Police – Councillor Scott North West Parishes – Vacant
25/47	To note financial reports for May 2025 To approve the bank statement and reconciliation for May 2025 To note cashbook, income and expenditure for May 2025. To note salary payments for May 2025. Motion: The Council approves the financial records for May 2025 noting the current account reconciliation figure of £27,551.80
25/48	To review the Council's Internal Control Strategy Document. Motion The Council approves the published internal control strategy document for 2024/25

25/49	To review the Council's Risk Management Document. Motion. The Council approves the published risk management document.
25/50	To approve the annual return for publication. Motion. The council approves a) The Annual Governance Statement 2024/25 and b) The Accounting Statement 2024/25 for publication.
25/51	To note the internal audit report and agree to adopt any recommendations made.
25/52	To approve the appointment of Cllr. John Barnes as a trustee of the Woollards Trust. Motion. The Council approves of appointing Cllr.Barnes as a trustee of the Woollards Trust.
25/53	To review the Council Recruitment Policy. Motion. The Council approves the Recruitment Policy as published.
25/54	To review the Council GDPR Policy. Motion. The Council approves the GDPR Policy as published.
25/55	To review the Council Complaints Policy. Motion. The Council approves the Complaints Policy as published.
25/56	To review the Council Freedom of Information Policy as published. Motion. The council approves the Freedom of Information Policy as published.
25/57	To review the Council Social Media Policy Motion. The Council approves the Social Media Policy as published.
25/58	To review the Council Equal Opportunity Policy. Motion. The Council approves the Equal Opportunities Policy as published.
25/59	To consider a grant request from Broomfield Village Hall Charity. Due to the absence of both the Events Manager and Cllr.Faulds for a period of approx.6-8 weeks, the village hall needs to temporarily increase the hours of a member of staff to provide essential cover. A grant to cover 42 hours of additional time amounting to £575.00 is requested. Motion. The Parish Council approves of a grant of £575.00 to Broomfield Village Hall Charity to cover additional staff hours.
25/60	To approve the establishment of a Community Land Trust to take on the responsibility of delivering community housing as outlined in the recently approved Broomfield Neighbourhood Plan - distinct from the Parish Council, which will be afforded support and office space for meetings. Motion. The Parish Council agrees to the establishment of a Community Land Trust as described.
25/61	To receive an update from the Clerk on matters arising from previous meetings.
25/62	To note minutes from the following Committees:
25/62.1	Finance and Personnel Committee – Noted at Council Meeting of 20th April
25/62.2	Environment Committee – minutes from Wednesday 15th May.
25/62.3	Property & Planning Committee – minutes from Wednesday 5th June.

25/62.4	Communications Committee – No recent meeting
25/62.5	School Lane Working Group – No recent meeting.
25/63	Matters for the next meeting