



Broomfield Parish Council

Dear Councillors

You are summoned to attend the **Parish Council Meeting** of Broomfield Parish Council to be held on **Wednesday 9th September 2026 at 7.30pm** at Broomfield Village Hall for the transaction of business as set out below. Press and public are warmly invited to attend. Meeting packs for this agenda are available on the website www.broomfield-pc.gov.uk

Abi Wood, Clerk to the Council

Agenda

- FC26/096 **To receive and approve apologies for absence**
FC26/097 **To receive Councillors declarations of interests and dispensation requests**
FC26/098 **To approve the minutes of the Parish Council Meeting held on 8th July 2026**
FC26/099 **Public Participation session**
The session will last for 15 minutes, and the time will be distributed between those wishing to speak.
FC26/100 **To receive a report from the County and City Council for items not on agenda**
FC26/101 **To receive reports from Councillors on outside bodies**
FC26/102 **To receive any matters for report (but not for resolution)**
FC26/103 **Parish Council finances**
a) To approve the bank statement and reconciliation for August 2026
b) To note cashbook, income and expenditure for August 2026
c) To note spend against budget for 2026-2027
d) To note the Annual Return certificate from PKF Littlejohn LLP
FC26/104 **Specific projects and discussions**
a) To confirm committee membership for Cllr Grewal
b) To receive an update on School Lane parking issues (Cllr Garfield)
c) To consider the organisation of a community yard sale event (Cllr Bleet)
d) To receive an update on the planned village hall extension (Cllr Bleet)
e) To consider the installation of Remembrance Soldiers on Church Green for Remembrance Sunday
f) New policies for approval
a. Operation London Bridge
b. Subject Access Request procedure
c. Data Breach procedure
FC26/105 **To note minutes and receive motions from the following Committees**
a) Finance and Personnel Committee –
a. To approve the undertaking of staff job evaluations by CHRGS at a cost of £1300
b. To consider the quote for the revamp of the website by Sue lees Consultancy at a cost of £1750
c. To consider the future IT provision for the parish council
b) Environment Committee – no meeting in August
c) Planning Committee – meeting 5th August
FC26/106 **Councillor training and development update**
FC26/107 **To receive an update from the Clerk**
a) To review the draft action plan and suggest additions / amendments
b) To approve the application for the silver level Local Council Award Scheme
c) To note the 2026-27 Local Government Services pay agreement for staff
FC26/108 **Items for inclusion in the next agenda**
FC26/109 **Chair to close the meeting**
The next Full Council meeting is on Wednesday 14th October 2026 at 7.30pm



Broomfield Parish Council

**Minutes of the Parish Council meeting of Broomfield Parish Council
held in Broomfield Village Hall
on Wednesday 8th July 2026 at 7.30 p.m.**

Members in attendance M Bleet, G Garfield, G Wadeson, D Howell, A Odelana, N Kiddier, S Perera-Morris, C Taylor, A Thomson, G Scott

Members not in attendance A Faulds, S Boreham

Others in attendance A Wood, Clerk and RFO
D Hance, Events and Fundraising
Cllr M Steel, ECC / CCC
Mr D Grewal
One member of the public

FC26/082 To receive apologies for absence

Apologies were received and accepted for Cllrs Faulds and Boreham.

Proposed: Cllr Howell

Seconded: Cllr Garfield

All Agreed.

FC26/083 To receive Councillors declarations of interests and dispensations requests

Cllr Bleet declared a non-pecuniary interest in agenda item FC26/091b and left the meeting for this item.

It was agreed to defer agenda item FC26/084 as Mr Grewal had not arrived at the meeting at this time.

FC26/085 To approve the minutes of the Full Parish Council Meeting held on 10th June 2026

Cllr Thomson advised that in her report 'Digital drivers' should be 'Digi-go drivers'.

The minutes were approved and signed by Cllr Bleet as a correct record.

Proposed: Cllr Howell

Seconded: Cllr Perera-Morris

All Agreed.

FC26/086 Public Participation session

No members of the public wished to speak.

FC26/087 To receive a report from the County and City Council for items not on agenda

Cllr Steel spoke to his written report (appendix).

FC26/084 To consider the application received for the co-option of a new councillor

It was **RESOLVED** to co-opt Mr Dal Grewal to the parish council

Proposed: Cllr Wadeson

Seconded: Cllr S Perera-Morris

All Agreed.

Cllr Grewal signed his acceptance of office form and took his place on the council at this point.

FC26/088 To receive reports from Councillors on outside bodies

- Woollards Charity – no further update from last month's report on fund reinvestment.
- Cllr Bleet reported on the latest CALC meeting which covered LGR. A Structural Change Order is the next step, and this will come in at the start of 2027 which legally requires local authorities to cooperate. Parish elections will be in 2027. Cllr Bleet will circulate a fuller report in due course.

- Cllr Thomson provided an update on the bus service and changes coming into force at the end of the month.

FC26/089 **To receive any matters for report (but not for resolution)**
None were raised.

FC26/090 **Parish Council finances**

a) To approve the bank statement and reconciliation for June 2026

b) To note cashbook, income and expenditure for June 2026

The Clerk apologised as the bank statement had not been circulated but will be tomorrow. It was **RESOLVED** to receive, note and approve the above reports (a and b) for June 2026.

Proposed: Cllr Garfield

Seconded: Cllr Grewal

All Agreed.

c) To note this year's current spend against budget

The above report was received and noted.

FC26/091 **Specific projects and discussions**

a) To receive an update on the recent School Lane and Parish Council surveys

- Cllr Bleet provided an analysis on the Parish Council survey results that were circulated with the meeting pack. It was noted that the main concerns from residents interviewed was the loss of green spaces and traffic / speeding and loss of local services. Positive comments were received about the village hall.
- Cllr Garfield provided an update on the School Lane survey with 74 responses from 210 invitations. He advised that a resident who objected to the idea of yellow lines being installed will be submitting suggestions and that once received, an application to SEPP for some form of traffic restriction will be submitted.

b) To continue discussion from the councillor workshop on the 24th June and agree next steps

Cllr Bleet left the room at this time and Cllr Garfield took the chair for this agenda item.

After a detailed discussion, it was agreed that the received proposal for Possibilities in Parish project be declined. It was **RESOLVED that the Clerk advise Mr Bleet of the council's decision** based on the scope and scale of the project, cost and feasibility for a council this size, along with the concerns over public perception.

Proposed: Cllr Kiddier

Seconded: Cllr Wadeson

All Agreed.

The following actions were agreed following the discussion

- The council will publicise the showing of the National Emergency Briefing at Chelmsford Cathedral on the 10th September and encourage attendance.
- The Clerk will review the Neighbourhood Plan for projects and priorities and formulate a council action plan

Cllr Bleet returned to the meeting and took the chair.

c) Village hall extension project – to consider allocation of a budget for professional fees

A request was considered to pay for the initial professional fees needed to build an extension to the village hall to improve the disabled toilet facilities and entrance hall. It was **RESOLVED that quotes be obtained for architects to be presented at the next Full Council meeting**

Proposed: Cllr Grewal

Seconded: Cllr Garfield

All Agreed.

d) To consider the driveway resurfacing quotes received (Parish Council land)

The clerk reported that three companies had been approached to provide quotes but that one had declined. It was **RESOLVED that MB Surfacing be appointed to undertake the**

work plus install a pedestrian crossing speed hump at a cost of £13415+VAT. Funds are to come from CIL reserves and the work to take place as soon as possible.

Proposed: Cllr Perera-Morris

Seconded: Cllr C Taylor

All Agreed.

e) To approve the Bring Your Own Device Policy and the electronic summons agreement

The Clerk presented the above policy and agreement and following a discussion, it was

RESOLVED that this policy was adopted and that councillors confirm in writing that they are happy to receive summons by email from this point.

Proposed: Cllr Garfield

Seconded: Cllr Grewal

All agreed.

f) To approve staff working arrangements for the Summer Fayre

It was **RESOLVED** that staff would have a choice of being paid their standard hourly rate or time off in lieu for working at the Parish Council Summer Fayre from this year onwards.

Proposed: Cllr Taylor

Seconded: Cllr Garfield

All agreed.

FC26/092

To note minutes from the following Committees

- a) **Finance and Personnel Committee** – no recent meeting. Next meeting is on the 22nd July
- b) **Environment Committee** – Draft minutes for the 10th June were presented
- c) **Planning Committee** – Draft minutes from the 3rd June were presented

FC26/093

To receive an update from the Clerk

The Clerk advised that the Highway Rangers service has been reinstated by Chelmsford City Council and for councillors to let her know of any suitable work for submission.

FC26/094

Items for inclusion in the next agenda

- Architect fees
- School Lane parking update

FC26/095

Chair to close the meeting

Cllr Bleet closed the meeting at 9.10pm

The next Parish Council meeting is on Wednesday 9th September at 7.30pm

FC26/087 Cllr Steel's report (as received)

Highways

At the first County Council meeting, I asked what was happening to the consultation results of the new Speed Strategy and whether the Highways Cabinet Member would be taking it forward to policy. The strategy sets out a new, flexible and evidence-based approach for introducing safer speed measures across Essex. Speed is the biggest factor in fatal road collisions in Essex. In 2025, 60 people died on Essex roads, with almost half of deaths linked to excess speed. The strategy supports Vision Zero – the ambition that no one should be killed or seriously injured on Essex roads by 2040. In my opinion it is the start of a major shift towards slower speeds and lower speed limits. Despite asking, I have been given no indication as to whether this will continue and be adopted as policy.

I do know that the Members Highways Initiative has been ceased. This is where each Cllr was able to prioritise highway defects including pot-holes, pavements, signs, drains, verges, etc. Instead, the teams have been

moved to just road defects and in isolated areas. So, I can no longer control such repairs. I had 3 jobs planned for w/c 8th June and 2 were completed. The 3rd job (replacement of 30mph roundel on Broomfield School Lane) was not completed, and still shows an 8th June completion! I have asked what is happening, but have not received a response, so escalated to the Highways Cabinet Member, and still haven't received a response..

Each Cllr was asked to submit 3 roads in their division, but were only given 48 hours to do so. I quickly consulted with my PCs and made a submission (of 4), including the end of Paradise Road. One of my 4 has already been done and they repaired around 30 holes in a 2 mile stretch of Pleshey Road!

The Reform Administration have also declared a "pothole emergency", but we do not have any details behind what that means.

Highway Rangers

This was previously funded by ECC but was discontinued a couple of years ago. I did object, as I believe it is a valuable service.

Chelmsford City Council have brought it back for Chelmsford, and I welcome this initiative.

Parish Clerks can send requests directly to: highway.rangers@chelmsford.gov.uk

The Rangers can undertake a range of minor environmental and maintenance tasks, including:

- General tidying and vegetation cutting on footpaths
- Cutting back overgrown paths
- Cleaning street name plates and road signs
- Painting village gates and structures
- Basic maintenance of parish seating

The service will not cover:

- Replacement of ECC road signs
- Repairs to paving defects or kerbs
- Large-scale vegetation works
- Weed spraying

A small materials budget is available, but parish councils may be asked to contribute towards larger jobs.

Local Government Reorganisation (LGR) and Devolution

The Govt has announced that Chelmsford will join Brentwood and Maldon, along with Essex County Council services, to form a new mid-Essex unitary authority from April 2028. This forms part of the wider five unitary model which has now been selected for Greater Essex. Until 1 April 2028, Chelmsford City Council and Essex County Council will continue to operate as usual. Elections for the Unitary Authorities will take place in May 2027 but the Cllrs will not take control until April 2028. However, the new Reform ECC Administration have written to Steve Reed MP, Secretary of State for Housing, Communities and Local Government, and stated that ECC "*will utilise all resources at our disposal to challenge and resist LGR*". They have now decided to submit a formal judicial review. It remains to be seen whether LGR will go ahead. If it does, the plan was to have elections for Unitary Councils in May 2027. If it doesn't, the Chelmsford City Council elections will need to be held in May 2027.

Devolution is separate from LGR, and delegates further powers from Central Govt to County Authorities. Given the direction of Central Govt, it seems highly likely that a Greater Essex Combined County Authority (GECCA) will still be formed and we will have elections for a Mayor in 2028. But nothing is certain!

Mill Lane stile

ECC have raised a job to add a raised deck on the far side of the stile. This has not met with the approval of the landowner, but ECC need to act as this is a safety issue, and will proceed. Legally, they believe that they have the right to repair a PROW, even on private land, especially as this is a safety issue.

School Lane junction

I note the results of your survey.

One thing I would like to add is that you need to always consider the possibility of unintended consequences. e.g., a roundabout would make Broomfield Road run smoother and be more attractive to vehicles driving to Chelmsford – with the tailback and queue cause by the southbound right turn into School lane, it is unattractive as a rat run into Chelmsford. The strategy is to move traffic to the CNEB, and ERW, with Broomfield Road as the last choice. Hence, some congestion aids this.

FC26/090 Financials reports

Date: 30/06/2026

Time: 15:26

Broomfield Parish Council

Cashbook 5

Unity Trust Current Account

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User: K.HURRELL

For Month No: 3

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		36,089.22					36,089.22	
6/12	Banked: 01/06/2026	269.87						
6/12	Redwood Bank	269.87			1090	110	269.87	Interest
6/13	Banked: 02/06/2026	396.83						
6/13	CCLA	396.83			1090	110	396.83	Interest
INT	Banked: 02/06/2026	-396.83						
INT	CCLA	-396.83			1090	110	-396.83	Interest
INT	Banked: 02/06/2026	386.83						
INT	CCLA	386.83			1090	110	386.83	Interest
6/25	Banked: 04/06/2026	29.17						
6/25	Broomfield Village Hall	29.17		4.86	4900	110	24.31	Screwfix reimburse
6/9	Banked: 04/06/2026	29.50						
6/9	Broomfield Village Hall	29.50	29.50		100			Sales Recpts Page 1
6/8	Banked: 12/06/2026	29.50						
6/8	Broomfield Cottage	29.50	29.50		100			Sales Recpts Page 3
6/43	Banked: 15/06/2026	22.50						
6/43	Essex SLCC	22.50	22.50		100			Sales Recpts Page 2
BVH	Banked: 16/06/2026	3,753.24						
BVH	BVH payroll M3	3,753.24			4900	100	3,753.24	Refund BVH payroll M3
	Banked: 16/06/2026	10,000.00						
TFR	Unity Trust Savings Account	10,000.00			216		10,000.00	TFR
	Banked: 24/06/2026	10,000.00						
TFR	Unity Trust Savings Account	10,000.00			216		10,000.00	TFR
6/45	Banked: 25/06/2026	288.54						
	Sales Recpts Page 4	288.54	288.54		100			Sales Recpts Page 4
A.Meadow	Banked: 26/06/2026	50.00						
A.Meadow	Cheerful Chai	50.00			1200	210	50.00	Hire of angel meadow
Total Receipts for Month		24,859.15	370.04	4.86			24,484.25	
Cashbook Totals		60,948.37	370.04	4.86			60,573.47	

Date: 30/06/2026

Broomfield Parish Council

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Time: 15:26

Cashbook 5

User: K.HURRELL

Unity Trust Current Account

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2026	Information Commissioner	6/14	47.00			4110	110	47.00	Renewal
03/06/2026	Unity Trust Savings Account	TFR	20,000.00			216		20,000.00	Tfr to Instant Access
03/06/2026	Daisy	5/31	82.96		13.83	4140	110	69.13	Telecoms
03/06/2026	J & M Payroll ADMIN	5/28	78.00		13.00	4125	110	65.00	Payroll
03/06/2026	Murrill	5/29	900.00		150.00	4200	110	750.00	BVH Heat pump works
						315	0	-750.00	BVH Heat pump works
						6000	110	750.00	BVH Heat pump works
03/06/2026	Essex Assoc Local Councils	5/32	100.80		16.80	4050	100	84.00	Training D Hance
05/06/2026	Broomfield Village Hall	6/4	310.50		51.75	4082	500	258.75	Stay & Play
05/06/2026	Broomfield Village Hall	6/6	248.40		41.40	4082	500	207.00	Coffee Morning
05/06/2026	Broomfield Village Hall	6/3	1,055.99		175.99	4080	110	880.00	Office rent
05/06/2026	DBS at CAS Ltd	6/7	138.00			4050	100	138.00	DBS Donna Hance
05/06/2026	CouncilWise	6/1	259.20		43.20	4060	100	216.00	Training Cllr Taylor
05/06/2026	Broomfield Village Hall	6/5	289.80		48.30	4082	500	241.50	Lunch Club
11/06/2026	O2	6/2	24.60		4.10	4085	110	20.50	Telecoms
12/06/2026	Sue Lees Consultancy	6/19	80.00			4510	110	80.00	Website changes
12/06/2026	Sue Lees Consultancy	6/22	150.00			4510	110	150.00	Hosting space
12/06/2026	Trade UK	6/23	30.98		5.17	4280	210	25.81	Trade UK
12/06/2026	Essex Digital Copiers	6/18	65.99		11.00	4095	110	54.99	Photo copier maintenance
12/06/2026	Sue Lees Consultancy	6/20	50.00			4510	110	50.00	Maintenance fee
15/06/2026	VALDA Energy	6/16	26.85		1.28	4440	250	25.57	Barn electric
16/06/2026	Corporate Multipay	TFR	216.89			225		216.89	Tfr to Corporate Multipay
19/06/2026	J & M Payroll ADMIN	6/33	14.40		2.40	4065	100	12.00	Councillors
19/06/2026	Dijon Entertainment	6/29	300.00			4211	500	300.00	Fete disco
19/06/2026	J & M Payroll ADMIN	6/32	78.00		13.00	4125	110	65.00	Payroll M3 & Year end
19/06/2026	Docendo Ltd	6/26	553.50		92.25	4140	110	461.25	1 year maintenance contract
19/06/2026	Docendo Ltd	6/27	69.60		11.60	4100	110	58.00	Laptop charger
19/06/2026	J & M Payroll ADMIN	6/31	16,652.62			4000	100	8,786.61	M3 Payroll
						4020	100	1,024.79	M3 Payroll
						4030	100	2,091.23	M3 Payroll
						4900	110	3,753.24	BVH element
						4065	100	996.75	BPC Councillor allowances
19/06/2026	Rural Community Council Essex	6/28	58.80		7.80	4120	110	51.00	Community data report
19/06/2026	Sue Lees Consultancy	6/30	20.00			4510	110	20.00	SSL certificate
19/06/2026	Anglian Water	6/47	113.61		5.41	1350	230	108.20	Allotment water
24/06/2026	EPC Improvements Ltd	6/46	4,148.09		691.35	4200	110	3,456.74	BVH Heat pump
						315	0	-3,456.74	BVH Heat pump
						6000	110	3,456.74	BVH Heat pump
26/06/2026	Trade UK	6/24	2.79		0.47	4280	210	2.32	Safety specs
26/06/2026	CouncilWise	6/15	300.00		50.00	4060	100	250.00	Cllr Planning Course
30/06/2026	Bank fees	FEE	0.40			4075	110	0.40	Bank fees
Total Payments for Month			46,467.77	0.00	1,450.10			45,017.67	
Balance Carried Fwd			14,480.60						
Cashbook Totals			60,948.37	0.00	1,450.10			59,498.27	

Bank Reconciliation up to 31/08/2026 for Cashbook No 5 - Unity Trust Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/08/2026	7/28	82.96		82.96		R 	Daisy
03/08/2026	INT		380.70	380.70		R 	Receipt(s) Banked
04/08/2026	INT		390.51	390.51		R 	Receipt(s) Banked
07/08/2026	8/5	186.35		186.35		R 	Broomfield Village Hall
07/08/2026	7/32	72.00		72.00		R 	CouncilWise
07/08/2026	8/4	186.30		186.30		R 	Broomfield Village Hall
07/08/2026	7/34	1,572.00		1,572.00		R 	JCM Services
07/08/2026	8/2	1,056.00		1,056.00		R 	Broomfield Village Hall
07/08/2026	8/3	289.80		289.80		R 	Broomfield Village Hall
12/08/2026	8/6	24.60		24.60		R 	O2
12/08/2026	8/7	375.00		375.00		R 	Urban Displays
14/08/2026	8/9	756.00		756.00		R 	PKF Littlejohn
14/08/2026	8/8	104.09		104.09		R 	Essex Digital Copiers
17/08/2026	8/13	30.11		30.11		R 	VALDA Energy
17/08/2026	TFR	475.29		475.29		R 	Corporate Multipay
18/08/2026	TFR		10,000.00	10,000.00		R 	Receipt(s) Banked
20/08/2026	Allots		75.00	75.00		R 	Receipt(s) Banked
21/08/2026	7/31	180.00		180.00		R 	Essex Assoc Local Councils
21/08/2026	8/15	15,714.71		15,714.71		R 	J & M Payroll ADMIN
21/08/2026	8/26	78.00		78.00		R 	J & M Payroll ADMIN
21/08/2026	8/22	96.00		96.00		R 	D & B Scaffolding Ltd
21/08/2026	BVH		3,771.63	3,771.63		R 	Receipt(s) Banked
27/08/2026	BVH		27.67	27.67		R 	Receipt(s) Banked
28/08/2026	8/24	375.00		375.00		R 	Urban Displays
28/08/2026	8/31	1,904.70		1,904.70		R 	Broomfield Village Hall
28/08/2026	BVH		1,904.70	1,904.70		R 	Receipt(s) Banked
28/08/2026	BVH		-1,904.70	-1,904.70		R 	Receipt(s) Banked
31/08/2026	CHGE	11.65		11.65		R 	Service charge
		<u>23,570.56</u>	<u>14,645.51</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/08/2026
for Cashbook 5 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current T2	31/08/2026		5,242.09
			<u>5,242.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,242.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,242.09
		Balance per Cash Book is :-	5,242.09
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 02/09/2026

Broomfield Parish Council

Page: 1

Time: 09:09

Cashbook 5

User: A.WOOD

Unity Trust Current Account

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		14,167.14					14,167.14	
INT	Banked: 03/08/2026	380.70						
INT	Redwood Bank Ltd	380.70			1090	110	380.70	Interest
INT	Banked: 04/08/2026	390.51						
INT	CCLA Investments	390.51			1090	110	390.51	Interest
	Banked: 18/08/2026	10,000.00						
TFR	Unity Trust Savings Account	10,000.00			216		10,000.00	TFR
Allots	Banked: 20/08/2026	75.00						
Allots	Bfield Allotments	75.00			1351	230	75.00	Repayment of bush cutter
BVH	Banked: 21/08/2026	3,771.63						
BVH	Broomfield Village Hall	3,771.63			4900	110	3,771.63	Refund BVH payroll M5
BVH	Banked: 27/08/2026	27.67						
BVH	BVH Mens Shed	27.67			1206	250	27.67	Barn energy
BVH	Banked: 28/08/2026	1,904.70						
BVH	Broomfield Village Hall	1,904.70		317.45	4082	500	241.50	Lunch Club
					4082	500	258.75	Coffee Morning
					4082	500	207.00	Stay & Play
					4080	110	880.00	Office rent Sept
BVH	Banked: 28/08/2026	-1,904.70						
BVH	Correction of entry	-1,904.70		-317.45	4082	500	-241.50	Posted as receipt not payment
					4082	500	-258.75	Posted as receipt not payment
					4082	500	-207.00	Posted as receipt not payment
					4080	110	-880.00	Posted as receipt not payment
Total Receipts for Month		14,645.51	0.00	0.00			14,645.51	
Cashbook Totals		28,812.65	0.00	0.00			28,812.65	

Continued on Page 2

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2026	Daisy	7/28	82.96		13.83	4140	110	69.13	Telecoms
07/08/2026	Broomfield Village Hall	8/5	186.35		31.10	4082	500	155.25	Stay & Play
07/08/2026	CouncilWise	7/32	72.00		12.00	4050	100	60.00	Employment Law Update
07/08/2026	Broomfield Village Hall	8/4	186.30		31.05	4082	500	155.25	Coffee morning
07/08/2026	JCM Services	7/34	1,572.00		262.00	4255	210	1,310.00	Works to trees on Angel Meadow
07/08/2026	Broomfield Village Hall	8/2	1,056.00		176.00	4080	110	880.00	Office Rent August
07/08/2026	Broomfield Village Hall	8/3	289.80		48.30	4082	500	241.50	Lunch Club
12/08/2026	O2	8/6	24.60		4.10	4085	110	20.50	Telecoms
12/08/2026	Urban Displays	8/7	375.00			4211	500	375.00	Youth activities
14/08/2026	PKF Littlejohn	8/9	756.00		126.00	4115	110	630.00	Annual return
14/08/2026	Essex Digital Copiers	8/8	104.09		17.35	4095	110	86.74	Photo copier maintenance
17/08/2026	VALDA Energy	8/13	30.11		1.43	4505	500	28.68	Barn electric
17/08/2026	Corporate Multipay	TFR	475.29			225		475.29	TFR to Corporate
21/08/2026	Essex Assoc Local Councils	7/31	180.00		30.00	4050	100	150.00	Martyn's Law Conference
21/08/2026	J & M Payroll ADMIN	8/15	15,714.71			4000	100	8,815.75	M5 Payroll
						4020	100	1,029.16	M5 Payroll
						4030	100	2,098.17	M5 Payroll
						4900	110	3,771.63	M5 Payroll
21/08/2026	J & M Payroll ADMIN	8/26	78.00		13.00	4125	110	65.00	Payroll M5
21/08/2026	D & B Scaffolding Ltd	8/22	96.00		16.00	4400	240	80.00	16 boards for Angel Lane
28/08/2026	Urban Displays	8/24	375.00			4211	500	375.00	Urban Display
28/08/2026	Broomfield Village Hall	8/31	1,904.70		317.45	4082	500	241.50	Lunch club
						4082	500	258.75	Coffee morning
						4082	500	207.00	Stay & Play
						4080	110	880.00	Office rent Sept
31/08/2026	Service charge	CHGE	11.65			4075	110	11.65	Bank charge
Total Payments for Month			23,570.56	0.00	1,099.61			22,470.95	
Balance Carried Fwd			5,242.09						
Cashbook Totals			28,812.65	0.00	1,099.61			27,713.04	

Income & Expenditure by Budget 02/09/2026

Month No: 6

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1076 Precept	118,534	237,067	118,534			50.0%
1090 Interest Received	4,069	11,000	6,931			37.0%
1115 BVHC salary repayment	0	600	600			0.0%
1150 Staff Recharges BVH Charity	0	170	170			0.0%
1200 Hire of Angel Meadow	150	1,550	1,400			9.7%
1205 Cott. Gardeners utility share	59	100	41			59.0%
1206 Men's Shed Utilities share	56	100	44			56.3%
1210 Broomfield Cottage Rent	0	850	850			0.0%
1220 Wayleaves	0	5	5			0.0%
1350 Allotment Water Rates	294	400	106			73.5%
1351 Allotment Society	75	0	(75)			0.0%
1600 BT Income for delivery	0	960	960			0.0%
1900 Miscellaneous Income	297	0	(297)			0.0%
Total Income	123,533	252,802	129,269			48.9%
<u>Direct Expenditure</u>						
Total Direct	0	0	0	0		0.0%
<u>Overhead Expenditure</u>						
4000 Salaries	44,453	122,750	78,297		78,297	36.2%
4020 Employer's NI	5,202	14,600	9,398		9,398	35.6%
4030 Employer's Pension	10,580	29,750	19,170		19,170	35.6%
4050 Staff Training	672	1,700	1,029		1,029	39.5%
4060 Councillor Training	466	2,500	2,034		2,034	18.6%
4065 Councillor Expenses	1,142	3,000	1,858		1,858	38.1%
4066 Chairman's Allowance	0	150	150		150	0.0%
4075 Bank charges	88	250	162		162	35.3%
4080 PC Office Rent	5,280	11,000	5,720		5,720	48.0%
4081 PC Meeting hall hire	178	360	182		182	49.4%
4082 PC hall hire - Health and Well	3,933	9,500	5,567		5,567	41.4%
4085 Telecommunications	82	900	818		818	9.1%
4090 Postage	0	30	30		30	0.0%
4095 Photocopier	298	750	452		452	39.7%
4098 CCTV maintenance	1,402	1,650	248		248	85.0%
4100 Stationery/Office Equipment	170	700	530		530	24.3%
4110 Subscriptions	4,504	3,900	(604)		(604)	115.5%
4115 Audit	440	550	110		110	80.0%
4120 Professional Fees	681	2,500	1,819		1,819	27.2%
4121 HR support	1,347	2,500	1,153		1,153	53.9%
4125 Payroll Charge	325	960	635		635	33.9%

Income & Expenditure by Budget 02/09/2026

Month No: 6

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4130 Insurance	3,459	5,350	1,891		1,891	64.6%
4140 Computer Equipment & Maint.	1,368	4,000	2,632		2,632	34.2%
4195 Land Registry searches	0	70	70		70	0.0%
4200 Grants	11,755	5,000	(6,755)		(6,755)	235.1%
4211 Young peoples activities	1,573	5,000	3,427		3,427	31.5%
4240 Van running cost	472	1,120	648		648	42.2%
4245 Van insurance	280	495	215		215	56.5%
4250 Grass Cutting Contract	2,011	4,850	2,839		2,839	41.5%
4255 Tree Maintenance	3,108	3,300	192		192	94.2%
4260 New & Replacement Machinery	30	3,600	3,570		3,570	0.8%
4265 Machinery Maintenance	0	600	600		600	0.0%
4275 Equipment Hire	0	300	300		300	0.0%
4280 Village Maintenance	105	1,000	895		895	10.5%
4295 Standpipe Maintenance	0	150	150		150	0.0%
4320 Telephone booth	0	60	60		60	0.0%
4355 Allotment Maintenance	0	500	500		500	0.0%
4358 Allotments water bill	0	400	400		400	0.0%
4400 Angel Meadow	331	500	169		169	66.3%
4402 New Trees	0	250	250		250	0.0%
4408 Play Area Maintenance	1,234	3,000	1,766		1,766	41.1%
4415 Parsonage Green	0	50	50		50	0.0%
4440 Electricity	26	100	74		74	25.6%
4480 Environmental Enhancement	0	2,000	2,000		2,000	0.0%
4490 Broomfield Times	0	950	950		950	0.0%
4500 Barn Maintenance	0	200	200		200	0.0%
4505 Utilities	119	550	431		431	21.6%
4510 Website	890	950	60		60	93.7%
4571 Village Events	554	1,000	446		446	55.4%
4575 History & Heritage	0	200	200		200	0.0%
4900 Miscellaneous Expenditure	165	2,000	1,835		1,835	8.3%
Total Overhead	108,722	257,545	148,823	0	148,823	42.2%
Total Income	123,533	252,802	129,269			48.9%
Total Expenditure	108,722	257,545	148,823	0	148,823	42.2%
Net Income over Expenditure	14,811	(4,743)	(19,554)			
plus Transfer from EMR	10,921	0	(10,921)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	25,732	(4,743)	(30,475)			

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Broomsfield Parish Council – EX0035

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

09/08/2026

From: no-reply@chelmsford.gov.uk
Sent: 28 July 2026 12:41
To: Abi Wood
Subject: New parking restriction request submitted - ref CFPK 91272



Thank you

Thank you for your submission of the **Request: New parking restrictions** form.

We are looking at your enquiry, and one of our team will respond to you within ten working days.

You will need to quote the reference number in the subject of this email if you contact us about this enquiry.

If you want to provide more information, you will need to complete another contact form.

We do not monitor this email address, so we will not see your message if you reply to this email.

Regards,

Chelmsford City Council
www.chelmsford.gov.uk/contactus

I confirm that I have read and understood the SEPP policy on implementing new parking restrictions.

Yes

Page URL

<https://www.chelmsford.gov.uk/parking-and-travel/parking-restrictions/request-a-new-parking-restriction/request-new-parking-restrictions/>

First name

Abigail

Last name

Wood

Address line one

Broomfield Village Hall

Address line two

158 Main Road

Town or city

Chelmsford, Essex

Postcode

CM1 7AH

Phone number

01245441660

Email

clerk@broomfield-pc.gov.uk

Describe the issues being faced and the causes of the problem

Concerns continue to be raised by local residents about the junction of School Lane and Main Road, Broomfield and the potential danger posed to both motorists and pedestrians by parked vehicles. The junction has become increasingly busy, with School Lane serving as a main artery for traffic travelling between the northwest of Chelmsford and Broomfield. Issues raised with Broomfield Parish

Council by some local residents concern the way vehicles on School Lane are forced onto the wrong side of the road as they approach Main Road and, due to restricted vision, suddenly face oncoming vehicles entering School Lane. The existing parking arrangements allow for cars to park along School Lane almost up to the junction, allowing no safe haven for cars to pull in when reaching the Main Road junction. Likewise, Main Road vehicles turning right into School Lane sometimes have to deviate into the Angel Green slip road to avoid collisions. Parked vehicles straddling the slip road junction can also pose a hazard. Long term parking on the slip road at Angel Green has been recorded with holiday makers leaving cars for up to 14 days in that location, and catching the X30 shuttle to Stansted Airport. This has created a further bottleneck on the slip road during peak times. Congestion and queuing of vehicles at peak times, including along Main Road, is an ongoing problem. Three collisions have been recorded near the junction in recent years, two classed as serious. Therefore, the Parish Council resolved to take this matter up on behalf of the residents and users of School Lane.

Type of restriction you are requesting

Double yellow line

Limited waiting bays

Days/times of operation

24 hours a day, seven days a week

Please write full details of your solution, giving as much detail as possible on how your proposal will resolve the issues. You may include a detailed sketch or plan

Broomfield Parish Council would like to request that an Experimental Order be set up to test the success of the following proposal. It is acknowledged that the parish council, whilst representing the interest of its residents, is not an expert on highway matters. If SEPP feel that an alternative arrangement is more appropriate, then the parish council would be open to discussion. The aim is to remove cars parked in the vicinity of the School Lane/ Main Road bellmouth, and restrict long term parking on the Angel Green slip road, whilst allowing customers of the shop

and visitors to the care home to still have access. 1. Double yellow lines be implemented for a length of 70m from the bell mouth of School Lane at Main Road and along the north side of School Lane to the drop kerb outside 10 School Lane. 2. Double yellow lines to be repainted on the south side of School Lane in the same area (currently very faded) 3. Double yellow lines to be implemented along the eastern side of the slip road, outside the care home 4. A limited waiting area to be created on the east side of the slip road outside the care home, allowing for 2-4 hours parking with no return within a set number of hours allowed.

Describe how your request meets the SEPP's policy criteria

This proposal meets with SEPP policy in the following ways. 1. Safety – There have been recorded incidents of personal injury in the area of School Lane and Main Road and the area is heavily used by parents and pupils of the school. The footpath is very narrow at this point, adding to the risk, 2. Congestion – during peak times, the congestion caused by the cars parking up to the Main Road, along School Lane, leads to traffic jams, cars reversing and near misses as there is no 'escape route' for a car coming from the west end, having to drive on the wrong side of the road and coming up against cars turning in from Main Road or the slip road. This suggestion will remove all cars from this area, allowing for a smoother flow of traffic whilst still being restricted in speed by the cars parking further along School Lane. 3. New development schemes – the use of School Lane has drastically increased with the building of new homes along Patching Hall Lane and the doubling in size of the Junior School has added further to the volume of cars on this road. 4. Local concerns – as previously mentioned, it is regularly evidenced that people are parking cars in this area in order to get to Stansted by bus. These cars are causing further bottlenecks on an already crowded road. Broomfield Parish Council read with interest the option of an experimental order as we have to consider the views and feelings of the residents and have the flexibility to tweak the design of the restrictions to best suit their needs as well as those of visitors. We have undertaken a survey of local residents with invites going out to 210 households. We had 74 responses, with 70 in favour and 4 against. It is on this basis that we believe an

experimental order will alleviate any concerns presented to us. We do not believe that permit parking would be appropriate to this area as the aim is to remove all parking from the north side of School Lane / Main Road junction. We would also like to stress that this issue is not one purely of school parking issues. As previously mentioned, it is also residents and visitors parking at the bell mouth and long term parking for holiday makers.

You can attach any files relevant to your request here

Total file count: 1

1. [new_scheme.jpg](#)

Any further supporting evidence

Total file count: 1

1. [school_lane___main_road_junction_residents_survey.xlsx](#)

Which Councillors are in support of your proposal (you must include the ward(s) and town(s)?

Cllr Mike Steel

Evidence of Councillor support

Total file count: 1

1. [mike_steel_email.pdf](#)

Date of submission: 28 July 2026

Abi Wood

From: Margaret Bleet
Sent: 21 July 2026 22:33
To: Abi Wood
Subject: Re: Yard Sale 2026 | Anstey Parish Council

Yes please.

Sent from [Outlook for iOS](#)

From: Abi Wood <Clerk@broomfield-pc.gov.uk>
Sent: Tuesday, 21 July 2026 13:00:57
To: Margaret Bleet <Cllrmargaret.bleet@broomfield-pc.gov.uk>
Subject: RE: Yard Sale 2026 | Anstey Parish Council

Hi Margaret

Yes we can decide at PC but I wanted to check whether it was for the village hall committee or parish council. I am assuming parish council....

KR
Abi

From: Margaret Bleet <Cllrmargaret.bleet@broomfield-pc.gov.uk>
Sent: 21 July 2026 12:50
To: Abi Wood <Clerk@broomfield-pc.gov.uk>
Subject: Re: Yard Sale 2026 | Anstey Parish Council

The charity would be the recipient. Can we decide at Parish Council please?

Sent from [Outlook for iOS](#)

From: Abi Wood <Clerk@broomfield-pc.gov.uk>
Sent: Tuesday, 21 July 2026 09:13:47
To: Margaret Bleet <Cllrmargaret.bleet@broomfield-pc.gov.uk>
Subject: RE: Yard Sale 2026 | Anstey Parish Council

Hi Margaret

Thanks for your email. Are you wanting the parish council to organise the event or the village hall?

KR
Abi

From: Margaret Bleet <Cllrmargaret.bleet@broomfield-pc.gov.uk>
Sent: 20 July 2026 08:53
To: Abi Wood <Clerk@broomfield-pc.gov.uk>
Subject: Yard Sale 2026 | Anstey Parish Council

<https://www.ansteypc.org.uk/yard-sale-2026>

Hi Abi,
Could we put this on the agenda for September please.

Thank you

Margaret.

Sent from [Outlook for iOS](#)











Broomfield Parish Council

Policy regarding the death of a member of the Royal Family

This protocol shall be enacted upon the death of the sovereign, consort of the sovereign, heir apparent and as otherwise determined by the Chair and Parish Clerk.

Introduction

Operation London Bridge is the code name given to the passing of His Majesty the King. Following the death there will be an official announcement from Buckingham Palace after which a period of ten days state mourning will follow. D-Day being the date of the death and D+10 the date of the full state funeral, unless D+10 falls on a Sunday, then the funeral will be held on D+11 Monday.

It is recommended that all councils prepare themselves and be mindful that there may be pre-arranged council events which may have to be cancelled during the ten-day period.

Broomfield Parish Council specific responsibilities

Parish Council Website

- A suitable message from Broomfield Parish Council will be prepared and added to the home page (appendix B)
- The homepage will have a portrait of the King with a black border added, along with dates and information on the following
 - Church services
 - Link to the online book of condolence
 - Information on the physical book of condolence
 - The laying of flowers

Proclamation

- The proclamation will be read by the Chair at 1.30pm (or later) on D+2.
- **The location of the reading will be at St Mary with St Leonards (to be confirmed)**
- The Chair to wear the Chain of Office with the badge covered in a black pouch

Council meetings and events

- Local Government Act 1972, s 243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a council meeting, or anything that is required to be done. For this reason, the council may need to postpone a meeting, or giving notice for a meeting, until after the funeral has taken place. Similarly, if the four days between a council election and the day new members take office fall within the period of mourning the taking of office will be delayed until after the funeral.
- For any meeting that takes place during the period of national mourning, there will be a one minutes silence held at the start of the meeting.

Flowers

- Information relating to the laying of flowers will be included on the Broomfield Parish Council website
- **Location for the laying of flowers to be on Church Green (to be confirmed)**

- Flowers are not to be wrapped in cellophane and that they will be removed on the morning after the funeral and composted by the Village Attendant and / or grounds maintenance contractor
- A photographic record will be made of the tributes for the archive and any condolence cards will be collected and archived. No other tributes (balloons, toys etc) will be kept.

Book of Condolence / letter to the Private Secretary

- This will be located at Broomfield Village Hall (to be confirmed)
- To be loose leafed and in a black folder. If a photo is sited next to the book, it will have a black ribbon over the corner
- Broomfield Parish Council will collate the book once the period of national mourning ends and will hold it in their archives.
- The Clerk will advise the Private Secretary to this effect.

Delegated powers

During the period of national mourning only, delegated authority to act will be given to the Clerk to allow for the business of the council to continue as usual. Online meetings will be organised for council decision making and the Clerk will follow those instructions.

Church's role in this policy

The Clerk will liaise with the Vicar of St Mary with St Leonard to confirm their involvement and actions to be taken and this policy will be updated accordingly

Appendix A
Timetable of events

Day	National events	Local action	Responsibility
Middle Sunday	Civic Church Service	Church Service attended by parish councillors	Church
D Day	Day of death	- Change website home page to include - Photograph - Message from Parish Council - Link to the online book of condolence - Instructions for leaving flowers, donations, physical book of condolence - Book of condolence to be made available at the Village Hall - Photo of the King at the Village Hall to have black ribbon diagonally across one top corner - Add purple filter to Village Hall floodlights or turn off - Flags to be lowered to half-mast	BPC BPC Church / BPC Church / BPC
D+1	Proclamation Day (London)	Raise the flag to full mast at 11am	Church
D+2	Proclamation Day (Belfast, Cardiff, and Edinburgh) read at 12 noon 12.20pm High Sheriffs read County proclamation	1.30pm, or after, Chair of BPC to read local proclamation	BPC
D+2 or D+4	D+2 = Sandringham D+4 = Scotland If the death occurs outside of London, the body will be returned by train	No local action required as route does not go through the parish	
D+2 or D+4	Lying in state (start depends on location of death)		
D+5			
D+6			
D+7			
D+8			
D+9	Lying in state ends		
D+10	Funeral (unless D+10 falls on a Sunday)	National holiday (unless a Saturday)	

	Two-minute National Silence at 11am		
D+11	If D+10 falls on a Sunday, funeral will take place on the Monday	National holiday	
D+11	If D+10 is not a Sunday	- Flags return to full mast at 9am - Return website to normal - Remove floral tributes and compost them - Loose leaf book of condolence collated and bound - Letter to the Private Secretary at Buckingham Palace advising that a Book of Condolence is being held by IFPC	Church BPC BPC BPC BPC

Appendix B

Suggested wording for Broomfield Parish Council website

Broomfield Parish Council has, with great sadness, received an announcement from the xxx regarding the passing of xxx on [date]. The Parish Council joins the nation in expressing its deep sadness at this time, as we remember with affection and gratitude the lifetime of service given by xxx. Our thoughts are with xxx.

The funeral will be broadcast, including a minute's silence at xxx on [date].

The National Book of Condolence is available at xxx and will be closed at [date and time]

A local book of condolence is available at xxx and will be closed at [date and time]

Floral tributes can be laid a xxx. Please remove all cellophane wrappings. The tributes, in line with protocol will be collected and composted on the morning of the day after the funeral.

The proclamation will be read by the Chair of Broomfield Parish Council at xx [time and location] and all residents are invited to attend.



Broomfield Parish Council

Subject Access Request Procedure

Introduction

A Subject Access Request, or right of access, gives people the right to obtain a copy of their personal information held by Broomfield Parish Council as well as other supplementary information.

You have the right to obtain the following information

- Confirmation that the parish council is processing your personal information
- A copy of the personal information
- Other supplementary information

Procedure

If you wish to submit a subject access request to Broomfield Parish Council, you must follow the following procedure

1. You must submit your request in writing (which includes via email.)
2. Your request must be sufficiently well defined and relate to your own personal data to enable the Council to respond
3. To enable the Council to be satisfied in relation to your identity you must provide one of the following forms of identification –
 - a. Current UK/EEA Passport
 - b. UK Photocard Driving Licence (Full or Provisional)
 - c. EEA National Identity Card
 - d. Full UK Paper Driving Licence
 - e. HMRC Tax Credit Document
 - f. Local Authority Benefit Document
 - g. HMRC Tax Notification Document
 - h. Disabled Driver's Pass
 - i. Utility bill for supply of gas, electric, water or telephone landline
 - j. Most recent council Tax Bill/Demand or Statement
 - k. Building Society Passbook which shows a transaction in the last 3 months and your address

In response the Council will respond in the following manner

1. The subject access request will immediately be notified to the Parish Clerk and the Council Chairman
2. The Council must identify whether a valid request has been made under the Data Protection legislation
3. A member of staff, and as appropriate, councillor, must make a search of the records and databases to which they have access. The search of records shall be reasonable and proportionate.
4. All the personal data that has been requested must be provided unless an exemption can be applied.
5. The Council must respond within one calendar month after accepting the request as valid.
6. The Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.

7. If need be, information may be redacted so as not to identify other individuals. Also, an explanation of information may be supplied.
8. All response letters will include the following information –
 - a. the purposes of the processing;
 - b. the categories of personal data concerned;
 - c. the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
 - d. where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e. the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f. the right to lodge a complaint with the Information Commissioners Office (“ICO”);
 - g. if the data has not been collected from the data subject: the source of such data;
 - h. the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
9. Where a requestor is not satisfied with a response the Council will deal with this as a complaint and when responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.
10. It will be confirmed that copyright in the personal data provided belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.



Broomfield Parish Council

Data Breach procedure

Broomfield Parish Council has a responsibility to ensure personal information is kept and used securely. If anything goes wrong and, for example, data is lost, stolen, misused, sent to the wrong address or inappropriately accessed or released, the parish council has a responsibility to put things right.

All suspected incidents relating to breaches of data security must be reported to the Parish Clerk. This will alert the Parish Clerk to conduct a full investigation so that areas of weakness are identified, and improvements can be made. It also enables the Parish Clerk to take a decision as to whether the incident should be reported to the Information Commissioner's Office (ICO) as a data breach. Reporting to the ICO must be done within 72 hours of discovery, therefore all suspected incidents must be reported to the Parish Clerk as soon as they are discovered.

When sensitive information has been put at risk, but has not actually been lost, stolen, misused or inappropriately accessed or released, it may not be an incident that needs to be reported to the ICO however it is not good practice. For example, a member of staff taking sensitive information home without authority but returning it safely the next day would have put data at risk. The Parish Clerk will still put measures in place to prevent a recurrence.

All staff and councillors are to be made aware of this procedure.

Procedure

All identified incidents must be reported to the Parish Clerk as soon as they are detected. Even where there is some difference of opinion regarding breach, it is better to err on the side of caution and report it.

Upon detecting a breach, it is important to act quickly. It is important to let the Parish Clerk know:

1. The extent of the breach
2. The amount of information involved
3. The sensitivity of information involved.

The Parish Clerk will investigate the incident and establish:

1. why it happened,
2. whether or not it constitutes a breach and
3. the remedial action that may be necessary.

The Parish Clerk will use their initial assessment to report the breach if it meets the necessary threshold for reporting to the ICO within 72 hours of discovery. If this is done after 72 hours, the Parish Clerk will provide an explanation.

The Parish Clerk will prepare an incident report containing the following:

1. A timeline of dates and times concerning the incident.
2. The potential for loss or damage to individuals, the parish council or any other body.
3. The measures that need to be taken, and the time in which to take them, to address-
 - a. Restoring any lost information to our custody or control

- b. Whether to warn people about the loss, including the identification of who to warn and when; this may require a risk assessment.
- c. Factors taken into account for deciding to report the loss to the ICO.
- d. Whether to report the loss to the Police.

The Parish Clerk will consider taking statements promptly from those involved, especially where the quality of evidence may be lost through time or people may not be present for long.

The Parish Clerk will report any actions that need to be taken to prevent recurrence of the breach, and the parish council will ensure these are implemented.

The Parish Clerk will write to any data subject(s) affected, which, if necessary, may depend on the outcome of a risk assessment, and deal with any subsequent complaint.

The Parish Clerk will also correspond as applicable with any member of the public reporting a breach.

The Parish Clerk will deal with any correspondence from the ICO, providing any further information requested and implementing any recommendations.

Contact Information

If you have any questions or concerns about this procedure or your personal data, please contact us via:

Email: clerk@broomfield-pc.gov.uk

Telephone: 01245 441660 (office telephone)

Post: Broomfield Village Hall, 158 Main Road, Broomfield, Essex, CM1 7AH

Additional information is available from the Information Commissioners Office:

Website: <https://ico.org.uk/global/contact-us>

Telephone: 0303 123 1113



Broomfield Parish Council

**Minutes of the Finance and Personnel meeting of Broomfield Parish Council
held in Broomfield Village Hall
on Wednesday 19th August 2026 at 2.00pm**

Members in attendance M Bleet, G Garfield, S Perera-Morris, A Faulds, G Wadeson (2.30pm)

Members not in attendance none

Others in attendance none

FIN26/025 **To receive apologies for absence**
All were present.

FIN26/026 **To receive Councillors declarations of interests and dispensations requests**
None were presented.

FIN26/027 **To approve the minutes of the Committee Meeting held on 22nd July 2026**
The minutes were approved and signed by Cllr Bleet as a correct record.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All Agreed.

FIN26/028 **Public Participation session**
No members of the public present.

FIN26/029 **Financial matters**

- a) **IT Provision**
The Clerk reported presented two quotes for an upgraded IT provision. Further questions were raised and the Clerk will obtain the answers and present this to the full council in September.
- b) **Domain name renewal**
It was **RESOLVED** that the gov.uk domain name be renewed for one year at a cost of £75 plus VAT.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All agreed
- c) **Website upgrade**
The Clerk presented a mock-up for the new website for review. It was positively received by the councillors. It was agreed that councillors will suggest content for the website.
- d) **Financial reports**
The following financial reports were received and examined with no concerns raised.
 - Budget report 2026-2027
 - Balance sheet 2026-2027

FIN26/030 **Personnel matters**

- a) **Organisation chart**
The Clerk presented a draft organisation chart which was approved. She will create a formal copy to disseminate to the councillors.
- b) **Job evaluations**
The Clerk presented three quotes to undertake job evaluations for the staff. After consideration, it was **RESOLVED** that a recommendation to appoint CHRGS to undertake this work at a cost of £1300+VAT be presented to full council for approval.
Proposed: Cllr Bleet

Seconded: Cllr Garfield

All agreed

c) Staff handbook

The Clerk presented an updated staff handbook that has been amended considering legislative updates under the Employment Act 2026. The Clerk will now share this with the staff.

d) To receive any other staffing updates

There was nothing to report.

FIN26/031 **Items for inclusion in the next agenda**
Nothing was requested.

FIN26/032 **Chair to close the meeting**
Cllr Bleet closed the meeting at 3.09pm
The next Finance and Personnel meeting will be on the 4th November 2026 at 2pm.

Appendix FIN/029d

12/08/2026		<u>Broomfield Parish Council</u>		Page 1
10:31		Detailed Balance Sheet - Excluding Stock Movement		
		Month 5 Date 12/08/2026		
<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
<u>Current Assets</u>				
100	Debtors	450		
105	VAT Control Account	2,320		
215	Unity Trust Current Account	11,493		
216	Unity Trust Savings Account	36,387		
217	Redwood Bank savings a/c	120,000		
218	Unity Trust 95 day notice a/c	1,006		
220	CCLA Deposit Fund	120,000		
225	Corporate Multipay Card	(467)		
Total Current Assets			291,189	
<u>Represented by :-</u>				
300	Current Year Fund	30,068		
310	General Reserves	173,997		
315	EMR - CIL Funds	45,423		
326	EMR - Uniform / Clothing	401		
327	EMR - Van replacement	10,000		
330	EMR - Professional Fees	5,000		
335	EMR - Election Costs	6,000		
365	EMR - Tree maintenance	20,000		
395	EMR - Tree for life	300		
Total Equity			291,189	

Income & Expenditure by Budget 19/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1076 Precept	118,534	237,067	118,534			50.0%
1090 Interest Received	4,069	11,000	6,931			37.0%
1115 BVHC salary repayment	0	600	600			0.0%
1150 Staff Recharges BVH Charity	0	170	170			0.0%
1200 Hire of Angel Meadow	150	1,550	1,400			9.7%
1205 Cott. Gardeners utility share	59	100	41			59.0%
1206 Men's Shed Utilities share	29	100	71			28.7%
1210 Broomfield Cottage Rent	0	850	850			0.0%
1220 Wayleaves	0	5	5			0.0%
1350 Allotment Water Rates	294	400	106			73.5%
1600 BT Income for delivery	0	960	960			0.0%
1900 Miscellaneous Income	297	0	(297)			0.0%
Total Income	123,430	252,802	129,372			48.8%
<u>Direct Expenditure</u>						
Total Direct	0	0	0	0		0.0%
<u>Overhead Expenditure</u>						
4000 Salaries	35,637	122,750	87,113		87,113	29.0%
4020 Employer's NI	4,173	14,600	10,427		10,427	28.6%
4030 Employer's Pension	8,482	29,750	21,268		21,268	28.5%
4050 Staff Training	522	1,700	1,179		1,179	30.7%
4060 Councillor Training	466	2,500	2,034		2,034	18.6%
4065 Councillor Expenses	1,142	3,000	1,858		1,858	38.1%
4066 Chairman's Allowance	0	150	150		150	0.0%
4075 Bank charges	77	250	173		173	30.7%
4080 PC Office Rent	4,400	11,000	6,600		6,600	40.0%
4081 PC Meeting hall hire	178	360	182		182	49.4%
4082 PC hall hire - Health and Well	3,226	9,500	6,274		6,274	34.0%
4085 Telecommunications	82	900	818		818	9.1%
4090 Postage	0	30	30		30	0.0%
4095 Photocopier	298	750	452		452	39.7%
4098 CCTV maintenance	1,402	1,650	248		248	85.0%
4100 Stationery/Office Equipment	170	700	530		530	24.3%
4110 Subscriptions	4,504	3,900	(604)		(604)	115.5%
4115 Audit	440	550	110		110	80.0%
4120 Professional Fees	681	2,500	1,819		1,819	27.2%
4121 HR support	1,347	2,500	1,153		1,153	53.9%
4125 Payroll Charge	260	960	700		700	27.1%
4130 Insurance	3,459	5,350	1,891		1,891	64.6%

Income & Expenditure by Budget 19/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4140 Computer Equipment & Maint.	1,368	4,000	2,632		2,632	34.2%
4195 Land Registry searches	0	70	70		70	0.0%
4200 Grants	11,755	5,000	(6,755)		(6,755)	235.1%
4211 Young peoples activities	1,198	5,000	3,802		3,802	24.0%
4240 Van running cost	472	1,120	648		648	42.2%
4245 Van insurance	280	495	215		215	56.5%
4250 Grass Cutting Contract	2,011	4,850	2,839		2,839	41.5%
4255 Tree Maintenance	3,108	3,300	192		192	94.2%
4260 New & Replacement Machinery	30	3,600	3,570		3,570	0.8%
4265 Machinery Maintenance	0	600	600		600	0.0%
4275 Equipment Hire	0	300	300		300	0.0%
4280 Village Maintenance	105	1,000	895		895	10.5%
4295 Standpipe Maintenance	0	150	150		150	0.0%
4320 Telephone booth	0	60	60		60	0.0%
4355 Allotment Maintenance	0	500	500		500	0.0%
4358 Allotments water bill	0	400	400		400	0.0%
4400 Angel Meadow	203	500	297		297	40.6%
4402 New Trees	0	250	250		250	0.0%
4405 Play Area Maintenance	49	0	(49)		(49)	0.0%
4408 Play Area Maintenance	1,234	3,000	1,766		1,766	41.1%
4415 Parsonage Green	0	50	50		50	0.0%
4440 Electricity	26	100	74		74	25.6%
4480 Environmental Enhancement	0	2,000	2,000		2,000	0.0%
4490 Broomfield Times	0	950	950		950	0.0%
4500 Barn Maintenance	0	200	200		200	0.0%
4505 Utilities	119	550	431		431	21.6%
4510 Website	890	950	60		60	93.7%
4571 Village Events	554	1,000	446		446	55.4%
4575 History & Heritage	0	200	200		200	0.0%
4900 Miscellaneous Expenditure	165	2,000	1,835		1,835	8.3%
Total Overhead	94,510	257,545	163,035	0	163,035	36.7%
Total Income	123,430	252,802	129,372			48.8%
Total Expenditure	94,510	257,545	163,035	0	163,035	36.7%
Net Income over Expenditure	28,920	(4,743)	(33,663)			
plus Transfer from EMR	10,921	0	(10,921)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	39,841	(4,743)	(44,584)			

Abi Wood, Clerk to Council,
Broomfield Parish Council
Council Offices,
Broomfield Village Hall,
158 Main Road,
Broomfield
Chelmsford CM1 7AH

22nd of July 2026

Dear Abi,

Job Evaluation Quotation

It was good to meet you on Tuesday at the training session. Thank you for your recent request for a quotation and providing us with the opportunity to submit a proposal.

If successful, the work will be undertaken by myself, James Corrigan or our highly experienced Associate Chris Rolley, depending on availability and your timetable. Please note we do not use less experienced consultants to do the work behind our experienced consultants.

As detailed in my personal profile below I am uniquely placed within the Local Council sector to be able to undertake the work as an experienced former Town Clerk who has not only supported a Council to win National Council of the Year but is also vastly experienced in the sector and has several professional qualifications including Human Resources, Law, Business Studies and holds CILCA. Chris Rolley is equally highly qualified and has also led his Council to win National Council of the year as well as completing over 100 job evaluations for Parish and Town Councils.

It is our experience both as a Clerk and as consultant that Councils benefit from an independent external evaluation of the staff posts as there can be no accusations of self interest in any proposals. All our 100 plus reviews to date have been adopted and successfully implemented, including most recently Bridgwater Town Council, Houghton Regis Town Council, Ware Town Council, Berwick-upon-Tweed Town Council and Swaffham Town Council.

1 Methodology

1.0 The below is a quote to undertake a job evaluation of all the roles at the Council. The evaluation of the posts would be in accordance with the Green Book Single Status Job evaluation scheme and in the case of the Clerk the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. The review commissioned is for all seven roles within the Council.

1.2 To undertake the evaluation of the posts we would require the following documentation please.

- Confirmation that all JDs are accurate and up to date



- Job Descriptions for all posts to be evaluated
- The current staff structure with all current pay scales included
- Completion of a short evaluation form by the Clerk only
- A copy of the Councils most recent AGAR
- Completion of a short data collection document on the Councils size, function and responsibilities

1.3 A desk top analysis would be undertaken of the Council via the Council website and the above documentation.

2.0 The Evaluation Methodology

2.1 The Position of the Clerk as head of paid service would first be evaluated in accordance with the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. This scheme jointly developed and adopted by both The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) analysis posts and not individuals on the basis of their post utilising eight criterion namely.

- Knowledge
- Mental Skills
- Interpersonal and Communication Skills
- Initiative and Independence
- Responsibility for people (non-employees)
- Responsibility for supervision / direction of employees
- Responsibility for Financial resources
- Responsibility for Physical resources

2.2 Within each of these criterion for evaluation there are four levels LC1, LC2, LC3 and LC4. Once you establish which one of these four levels most closely matches for each criterion you then determine if it is slightly below the level (below), exactly the same as the level (substantive) or slightly higher than the level (above) but not the lower end of the next level. An Aggregate score is then established to determine which overall level the post is of the 12 available grades. Each grade has a number of increments within its pay scale.

2.3 Once the Clerk as head of paid service post is evaluated this then gives a clear benchmark to measure all other posts against. This is done by then assessing the same position using the single status evaluation methodology set out in the Green Book.

2.4 The Green Book single status job evaluation scheme requires assessment against thirteen criteria detailed below. Of these Knowledge scores highest followed by Initiative and Independence.



- Knowledge and Skills (4 categories) – Knowledge, Mental Skills, Interpersonal and Communication Skills, and Physical Demands.
 - Effort Demands (4 categories) – Initiative and Independence, Physical Demands, Mental Demands, and Emotional Demands.
 - Responsibilities (4 categories) – Responsibility for People, Responsibility for Supervision/Direction/Coordination of Employees, Responsibility for Financial Resources, and Responsibility for Physical Resources.
 - Environmental Demands (1 category) – Working Conditions.
- 2.5 Throughout the process job evaluation is designed to reward employees for what they are employed to do not necessarily what they would like to do or could do given their experience or expertise or even what they have done in the past. **All evaluations reflect the job requirements and not the abilities of the job holder.** Accordingly, qualifications are also irrelevant for the evaluation the presumption being made that the post holder had to hold all of these to secure the position in the first place. Performance or capability issues are not taken into account during an evaluation exercise but may influence the salary setting process for individual postholders in that a number of factors will determine the spinal column point on which the employee commences, within the scale, following evaluation, including qualifications, expertise and experience.
- 2.6 The posts where possible will also be evaluated by means of benchmarking with similar Councils, of which we have over 100 on file.
- 2.7 In evaluating the posts the assessment will have regard to the different ways of structuring pay grades nationally, which includes:
- Short grades – typically used in the sector and supported by the National Agreement from NALC and the SLCC.
 - Longer grades or linked grades – linking grades or having longer grades is typically used for graduate trainees or other appointments who are appointed at a lower grade to reflect their experience but with the realistic expectation due to their qualifications and ability that they will progress to a much higher grade in the future. Often incremental rises are not limited to a maximum of one per annum and can be several in one go where performance justifies it.
 - A spot salary – typically and often unfairly used for manual positions to enable costs to be closely monitored and controlled. Not considered good practice now as it removes motivation and can readily lead to discrimination cases if only certain section of the work force is limited to one increment point.

3 Fees

Our fee is competitive and will be fully honoured even if it is apparent during the exercise that the work will take longer than anticipated. We calculate the time to complete the evaluation and produce an evidence-based report for the seven employees is £1300. This would include desk top evaluation of all posts, clarification of any issues by telephone, if necessary (typically via the Clerk), supporting administration. No charge has been included for virtual attendance at a Council meeting to present the report, this would be virtually for an additional fee of £150.

We have professional indemnity insurance.

4 Personal Profiles and references

We have attached our personal profile summaries of professional background and if you require references for similar work, we have undertaken recently in the sector then you may contact the following:

- Bridgwater Town Council (Somerset)
- Swaffham Town Council (Norfolk)
- Houghton Regis Town Council (Hertfordshire)
- Berwick-upon-Tweed Town Council (Northumberland)
- Ware Town Council (Hertfordshire)

5 Summary of Fees (all are maximum fees)

	Item	Fee	Accepted and authorised
1	Job Evaluation of all posts and provide a detailed report	£1300	
2	Attend Virtual meeting to present the report	£150	
3	Additional HR support post adoption of report if required and agreed in advance	£75 per hour	

6 Timeframe

If appointed, we would usually complete this work within 2 weeks of the agreed start date.

Please do not hesitate to contact us should you require any further information or clarification.

Kind regards,

James Corrigan
Director
Council HR and Governance Support

James Corrigan
Managing Director

James is a Chartered HR Professional, Lawyer, and Manager with over 30 years' experience in local government. As a former Town Clerk and Head of Paid Service at three large councils, he brings deep operational insight and sector-wide credibility. Since 2021, he has led *Councils HR and Governance Support*, advising over 100 councils on organisational reviews, investigations, recruitment, job evaluation, and settlement agreements—delivered with strategic clarity, legal rigour, and a collaborative, people-focused approach.

Management & Leadership Style

- Strategic, inclusive, and transformation-focused
- Builds high-performing teams through mentoring and development
- Combines operational rigour with commercial acumen
- Champions innovation, efficiency, and community impact
- Skilled in stakeholder engagement and cross-sector collaboration

Areas of Specialism

- HR strategy and casework: recruitment, disciplinaries, redundancies, settlement agreements
- Governance and compliance: council reviews, statutory frameworks, organisational design
- Job evaluation and post assessment under the 2004 National Agreement & “Green Book”
- Business planning and income generation for council-run enterprises
- Training delivery for Councils, CALCs and SLCC branches
- Visioning, strategic planning, and transformation programmes

Previous Experience

- 22 years as Head of Paid Service across three pioneering Town Councils
- 11 years as a practicing Local Government Lawyer
- 8 years as a part-time Parish Clerk
- National HR & Governance Advisor (part-time) to the SLCC for 10 years
- Consultant to over 100 councils since 2021, delivering HR and governance support
- Commissioned by Durham County Council to support Unitary bid and secure permanent funding for County Association

Notable Achievements

- First UK council to complete single status review
- First Town Council to achieve Investors in People accreditation
- Winner of National Council of the Year
- Winner of Princes Trust award for youth services
- Secured £3M+ in external funding over four years
- Developed capital projects including:
 - £2M football academy
 - £1.6M restaurant and golf venue
- Grew council workforce from 12 to 48 staff and income from £950K to £2.4M+
- Delivered commercial operations generating £1.7M+ annual income

Qualifications & Training

- Chartered Lawyer
- Chartered HR Professional (CIPD)
- Chartered Manager
- Holder of CILCA (Certificate in Local Council Administration)
- Trained post evaluator under the 2004 National Agreement
- Postgraduate Leadership and Management qualification

James uniquely holds Chartered status in HR, Law, and Management, combining deep frontline council experience with strategic insight to guide complex HR, governance, and transformation initiatives.

Testimonials

Joanne Bryant, Town Clerk

Emersons Green Town Council

“James at CHRGS has been an outstanding partner and invaluable resource for our team. He designed and delivered a bespoke training programme for our management team, carefully tailored to our specific needs. His personal delivery made the experience highly engaging and impactful. Combined with the wealth of resources available through CHRGS, this support has laid a strong foundation for our sustainable and professional growth.”

Mark Smith, Chief Executive

Chippenham Town Council

“We brought in Council HR & Governance Support, to assist with our Councillor Induction Training at Chippenham Town Council after the local elections in May 2025. James Corrigan did an excellent job, very professional, knowledgeable and experienced, James pitched the training sessions at exactly the right. I would thoroughly recommend Council HR and Governance Support.”

Emma Payne PSLCC BA Hons

Town Clerk at Stotfold Town Council

“James is the epitome of a seasoned local government professional. He provides creative assistance and counsel on a range of topics within HR and governance. His profound expertise, acquired through years of involvement in local government, remains applicable and fitting. I have engaged his services multiple times to deliberate upon potentially challenging situations, and he consistently devises pragmatic approaches to address the matters.”

Chris Rolley
Associate CHRGS

Chris Rolley is a specialist in the local councils sector, with decades of experience supporting first-tier local government. A former Town Clerk of East Grinstead for over 25 years, he led award-winning community initiatives and held national leadership roles within the sector. Chris now provides value-driven support to councils, focusing on organisational reviews, job evaluations, and strategic improvement—always with a commitment to quality, confidentiality, and client success.

Management / Leadership Style

- **Client-Centric Approach:** Chris prioritises the needs and confidentiality of his clients, ensuring that all consultancy work delivers tangible added value.
- **Value-Driven Ethos:** His leadership is rooted in quality, efficiency, and outcomes through people, aligning with the evolving demands of local government.
- **Innovative and Strategic:** Known for leading pioneering projects and embracing change, Chris fosters innovation while maintaining organisational effectiveness.
- **Outcome-Focused:** Emphasises successful results through strategic planning, community responsiveness, and service excellence.

Areas of Specialisation

- **Local Council Sector Expertise:** Deep knowledge of the first tier of local government, with a focus on supporting councils through complex challenges.
- **Organisational Reviews:** Specialises in evaluating structures and processes to enhance efficiency and effectiveness.
- **Job Evaluations:** Offers tailored assessments to ensure fair and functional staffing frameworks.
- **Governance and Service Delivery:** Advises on quality assurance, value for money, and community engagement.
- **Strategic Response to Sector Challenges:**
 - Localism agenda
 - Public sector funding constraints
 - Societal change and community needs

Previous Experience

- **Early Career in County, City, and District Councils:** Built foundational experience across multiple tiers of local government, including in education administration, health services, planning, and leisure and recreation.
- **Town Clerk, East Grinstead Town Council (1985–2011):**
 - Held the role for over 25 years.
 - Led major initiatives including:
 - Development of a theatre
 - Creation of a heritage centre
 - Establishment of a wedding venue
 - A former national Town Clerk of the Year.
 - The council held Investors in People accreditation, reflecting a strong internal culture.
- **National Leadership Roles:**
 - National President, Society of Local Council Clerks (2006–2007)
 - National Chairman, 41 Group Best Value Councils (2000–2009)
 - Officer Adviser, NALC Larger Councils Committee

Qualifications and Training

- **Academic Credentials:**
 - Honours Degree in Humanities and Social Sciences – Open University



- Professional Qualifications in Business Studies and Municipal Administration – Leicester Polytechnic
- Qualified Lead Assessor of Quality Systems to BS1 5750 and ISO 9000.
- **Training and Development:**
 - Experienced trainer at national, regional, and county levels.
 - Delivered sessions on governance, best value, and council operations.

Consultancy Work

- **Independent Consultant for Local Councils:**
 - Works exclusively within the local council sector.
 - Offers bespoke consultancy services tailored to council needs.
- **Extensive Portfolio:**
 - Completed over 100 assignments for more than 60 councils.
 - Known for high-quality, confidential, and impactful support
- **Focus Areas:**
 - Organisational Reviews
 - Job Evaluations
 - Strategic advice on service delivery, governance, and community engagement

Testimonials

Sarah Pearse, CEO and Town Clerk
Western Super Mare Town Council

“We would not hesitate to use CHRGS again. After numerous historical controversial staffing reviews in the past which had little substance and caused upset to the staffing team, the work undertaken for our Job Evaluation (all staff in excess of 50) and a review of the Town Clerk Job Description was very clear and evidenced in its final report and recommendation. The ability to trust a consultant to deliver this to the Personnel Committee was crucial to build confidence in this process - resulting in all recommendations being well received and ultimately accepted by the council.”

BROOMFIELD PARISH COUNCIL

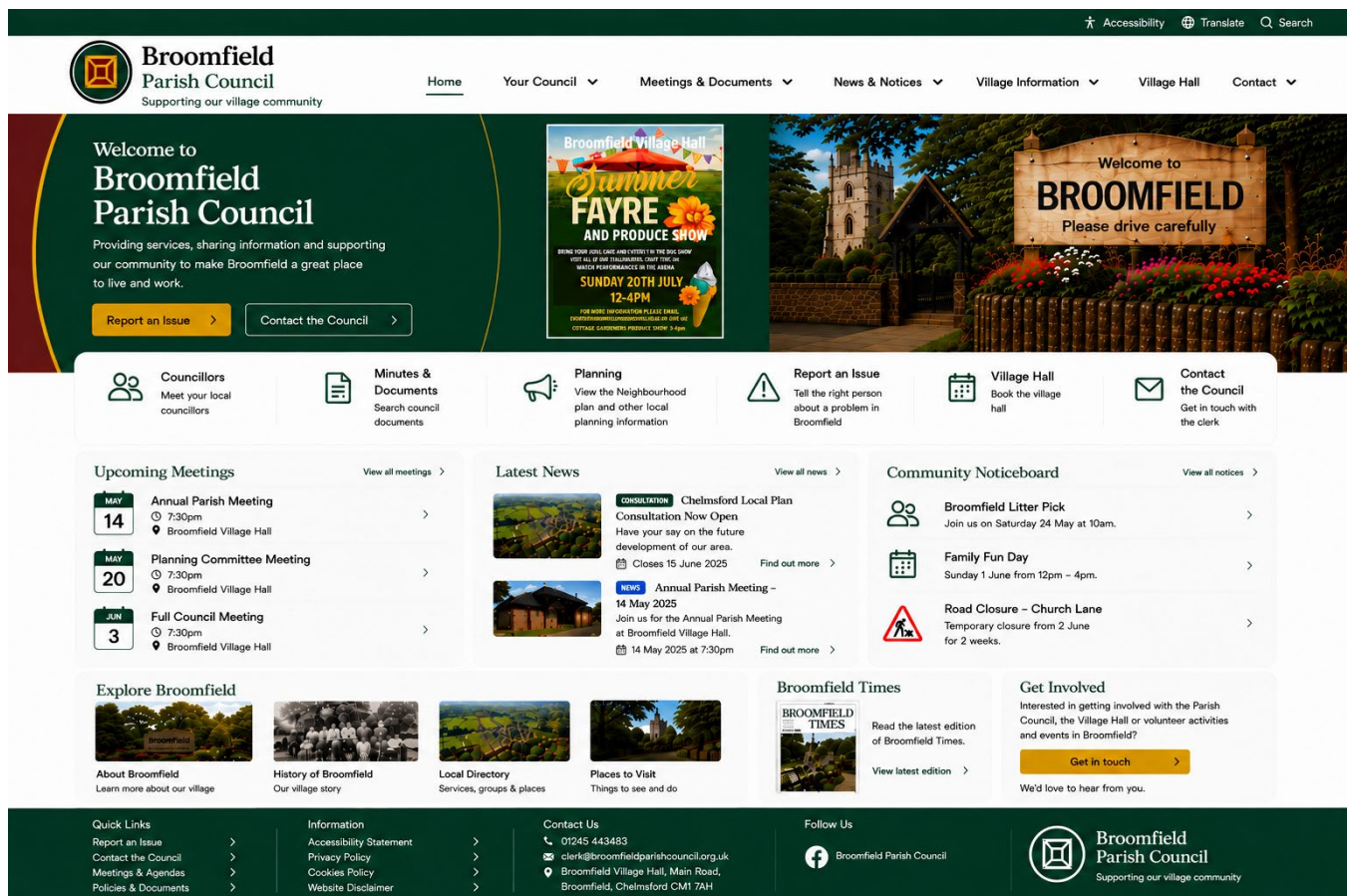
Website Redevelopment

Quotation & Specification

Project	New WordPress / Divi website
Fixed project cost	£1,750
Development	Built on staging and launched only after client approval

Prepared for Broomfield Parish Council

Based on the approved homepage design (shown below), agreed revised sitemap and completed content review. *With additional revisions provided via email by the Clerk on 18/08/26*



1. Project overview

To design and develop a completely new website for Broomfield Parish Council, replacing the existing website with a modern, accessible and mobile-friendly website.

The website will be built from scratch using WordPress and the Divi Builder, based on the homepage design and revised sitemap already agreed with the Parish Council. Development will take place on a separate staging website so that the existing website remains live and unaffected during the project.

The new website will only replace the existing website once it has been completed, reviewed and approved by Broomfield Parish Council.

2. Website design and build

- Build of the new website from scratch in WordPress using Divi.
- Implementation of the approved Broomfield Parish Council homepage design and revised sitemap.
- Use of the existing Parish Council logo and a colour palette consistent with the logo.
- Responsive layouts for desktop, tablet and mobile devices.
- New header, navigation, footer and internal page layouts.
- Website search and clear task-based navigation.
- Accessible page structures, typography, colours, links and controls.
- Appropriate privacy/cookie functionality, basic security and backup configuration.
- Testing on current mainstream browsers and common screen sizes.
- Final deployment to the live website following client approval.

3. Homepage

Header and hero

The main banner will contain the Broomfield Parish Council branding, the 'Welcome to Broomfield Parish Council' introduction and the selected Broomfield photograph from the existing website library. The photograph will be cropped and optimised as required for the responsive layout.

Both the Report an Issue and Contact the Council call-to-action buttons will use the agreed gold treatment.

Promotional poster

The Clerk will be able to display one promotional poster within the homepage banner when required. It can link to a larger image, PDF document or supplied web link and will support an expiry date so that it automatically disappears when no longer relevant. When no poster is active, the banner will adapt so that an empty poster space is not shown.

Homepage quick links

Six prominent quick links will appear below the banner in the agreed order:

- Councillors - Meet your local councillors
- Minutes & Documents
- Planning - View the Neighbourhood Plan and other local planning information
- Village Hall - direct link to the separate Broomfield Village Hall website
- Report an Issue - helping residents find the correct organisation to contact
- Contact the Council

Homepage information panels

The homepage will retain the three approved panels: Upcoming Meetings, Latest News and Community Noticeboard. Upcoming Meetings will show forthcoming meetings with date indicators and relevant documents when available. Latest News will show current Parish Council news. Community Noticeboard will show short-lived notices using appropriate icons for Events, Consultations, Traffic/Highways/Roadworks, Village Hall and Parish Council notices, with expiry dates where appropriate.

Explore Broomfield, Broomfield Times and Get Involved

Broomfield Times will be positioned to the left of the four Explore Broomfield options to create a more balanced lower homepage layout. The latest edition will use a cover thumbnail and link to the current edition.

- About Broomfield - Angel Green photograph (straightened/cropped as required).
- History of Broomfield - The Angel Inn photograph.
- Local Directory - allotments photograph from the existing library.
- Places to Visit - Broomfield Church photograph from the existing library.

A Get Involved panel will encourage residents interested in the Parish Council, Village Hall or local volunteering opportunities to contact the council.

4. Website structure

The website will be constructed in accordance with the agreed revised sitemap, including the following principal areas.

Your Council: Councillors & Representatives, Council Staff, Committees, Policies & Documents, Finance & Transparency and Planning & Development.

Meetings & Documents: Upcoming Meetings, Meetings Archive and Annual Parish Meetings.

Local Parish News: Parish Council news, City and County Council notices, Community Noticeboard and Broomfield Times.

Village Information: About Broomfield, History of Broomfield, Local Directory and Places to Visit.

Report an Issue: A task-based area directing residents to the appropriate organisation for common local issues.

Contact: Parish Council contact information and appropriate contact routes.

The Village Hall quick link will go directly to the separate Broomfield Village Hall website rather than to an additional Parish Council page.

5. Meetings & Documents

A new Meetings & Documents area will make current and historic meeting information easier to find. Upcoming meetings will show date/time, meeting type, venue, agenda and meeting pack where available. Past meetings will be presented through an organised archive with suitable filtering by meeting type and/or year.

Meeting records will support Agenda, Meeting Pack, Draft Minutes and Approved/Final Minutes as appropriate. Minutes can therefore be published as Draft and subsequently updated when formally approved.

Annual Parish Meetings will remain separately identifiable using this title.

Individual public-facing pages are not required for every meeting; information and documents will instead be managed through the main Meetings & Documents structure.

6. Content migration

The Parish Council has completed a review of the existing website content and confirmed that the majority remains suitable for use on the new website. Existing content identified for retention will be copied, reorganised and reformatted to fit the new sitemap and design.

- Council and staff information
- Councillor and representative information
- Committee information
- Policies and council documents
- Finance and transparency information
- Neighbourhood Plan and other planning information
- Local information
- News and Broomfield Times content
- Contact information

Content identified as obsolete or no longer required will not be transferred. The Communications Committee and its meetings, Council Assets and the old Other Village Events section will not be recreated. A separate Useful Links page will not be retained; useful external links will instead be placed within the most relevant new pages.

Minor editing and formatting required as part of the migration is included. Extensive rewriting or creation of substantial new content is not included unless separately agreed.

7. Historic meetings migration

The agreed meeting archive from 2020 onwards will be transferred to the new Meetings & Documents system. The anticipated scope is approximately:

Meeting type	Approx. records
Parish Council Meetings	78 (6.5 x 12)
Planning Meetings	78
Environment Meetings	78
Finance Meetings	78
Annual Parish Council Meetings	13 (6.5 x 2)
Approximate total	325

This represents approximately 325 historic meeting records, with associated agendas and minutes (approximately 650 documents), plus 2026 meeting packs available (approximately 24-32 documents). Migration of this agreed archive is included in the fixed project price.

8. Accessibility

The website will be designed and developed with public-sector website accessibility requirements in mind, using WCAG 2.2 AA as the implementation target.

- Appropriate colour contrast and readable typography.
- Logical heading structures and descriptive links.
- Keyboard-accessible navigation and visible focus states.
- Alternative text for meaningful images.
- Accessible menus, filters and controls.
- Responsive layouts that remain usable when enlarged or viewed on smaller screens.

Existing historic PDF documents will be migrated as supplied. Remediation or recreation of historic PDFs to make the documents themselves fully accessible is not included unless separately agreed.

9. Website administration and training

Routine content will be configured so that the Clerk can update it without needing to redesign Divi pages. This will include Meetings and meeting documents, Local Parish News, City & County Council Notices, Community Noticeboard items, the homepage poster and Broomfield Times.

Basic training/guidance will be provided for the principal day-to-day administration tasks separately, if required.

10. Contact information

The new website will use the following current contact details supplied by the Parish Council:

Telephone	01245 441660
Email	clerk@broomfield-pc.gov.uk

11. Development and approval process

1. Set up the new WordPress staging website and required functionality.
2. Implement the approved design, global styles, navigation and responsive layouts.
3. Create the agreed page structure and internal templates.
4. Develop Meetings & Documents and other structured/dynamic content areas.
5. Migrate agreed existing website content and historic meeting documents.
6. Add supplied imagery and any updated content.
7. Test desktop, tablet and mobile layouts, accessibility and browser compatibility.
8. Provide the staging website to the Parish Council for review.
9. Complete reasonable amendments arising from the staging review that fall within the agreed design and specification.
10. Obtain final client approval, launch the website and carry out post-launch checks.

The existing website will remain live throughout development. The new website will only be made live once Broomfield Parish Council has approved the completed staging website.

12. Client responsibilities

- Supply or approve any new or substantially revised copy required.
- Confirm current councillor, committee and council information.
- Supply/identify photographs and media not already available within the existing website.
- Supply any new documents required for publication.
- Check migrated information for accuracy.
- Review and approve the completed staging website prior to launch.

13. Exclusions and additional work

Unless specifically agreed, the fixed project price does not include:

- Extensive copywriting or rewriting of existing content.
- Accessibility remediation of historic PDF documents.
- Creation of new photography or substantial bespoke illustration.
- Paid third-party plugin, service or subscription fees.
- Substantial new functionality or changes of direction requested after approval of this specification.
- Ongoing website maintenance or routine content updates following launch.
- Training, this can be supplied separately, if required.

Any work requested outside the agreed specification will be discussed and agreed before being undertaken.

14. Quotation

Website redevelopment	£1,750
Basis	Fixed project cost for the scope described in this specification

The fixed project cost includes design implementation, WordPress/Divi development, the agreed functionality, migration and reorganisation of the existing content identified for retention, migration of the agreed historic meetings archive and associated documents, responsive/accessibility testing, reasonable staging-review amendments and launch.

The quotation is based on the scope and content migration requirements described above. Any substantial additional functionality, content or migration requested outside this specification will be quoted or agreed separately before work is undertaken.

Acceptance

If you are happy to proceed, please confirm acceptance of this quotation and specification.

Name	
Signature	
Date	



CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Broomfield Parish Council - QH-07874-2

31/07/2026

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Monthly				
2	Microsoft 365 Business Premium Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device management. For businesses with up to 300 employees. 5x Staff 1x Groundskeeper with Device	4.00	Monthly	£17.75	£71.00
3	Cyber Pro 24/7 - 24/7 security monitoring & response - Ransomware detection & device roll back - Advanced software management & updates - Secure remote access & support desk integration 5x Staff 1x Groundskeeper with Device	4.00	Monthly	£4.90	£19.60
4	Microsoft 365 Business Basic Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees. 13x Councillors 2x Staff	15.00	Monthly	£5.67	£85.05
5	Microsoft Defender for Office 365 (Plan 1) Modern email protection techniques such as Safe Links and Safe Attachment, complementing the defense of Exchange Online Protection to protect your mailboxes against sophisticated attacks. 13x Councillors 1x Grouunds keeper	15.00	Monthly	£1.62	£24.30
6	Datasafe Cloud Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts - 3x daily backups retained for 30 days - Dailies are kept after 30 days	5.00	Monthly	£4.50	£22.50

Line	Item	Qty	Terms	Unit Price	Ext. Price
	- Weeklies are kept after 90 day - Monthlies are kept after a year for an infinite period - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs				
7	Cloud Secure Cloud based advanced security package, providing real-time monitoring and advanced reporting. Protects all mailboxes, users, and SharePoint Libraries protecting from unauthorised access.	1.00	Monthly	£16.80	£16.80
8	CloudyIT End User Support Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday) - Access to CloudyIT support desk via email, phone, support tool - Include online support from our support desk, please note onsite visits may incur additional charges - For more information, including our standard SLA please view terms and conditions	4.00	Monthly	£18.90	£75.60
9	Cloud-eHub The Cloudy-eHub I is an innovative online platform designed to revolutionize the way people learn and acquire new skills. It serves as a comprehensive learning hub, offering a wide range of educational resources and courses to cater to diverse learning needs.	4.00	Monthly	£1.25	£5.00
10	Councillor Administration Fee This is designed to cover all administration and back-office changes in relation to councillors and includes - Password resets - Reassignment of licences and archive of mailboxes - Guides should they be required for councillor to use Please note if any work is required to resolve councillor issues, this is not covered and will be charged either by the hour (PAYG) or covered by our PrePaid councillor support package.	0.50	Monthly	£20.00	£10.00
Total Monthly					£329.85
Labour					
15	Data Architecture and Scoping	0.50	One Off	£650.00	£325.00

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Data architecture / scoping - Introduction to migrations project lead - Review of your current IT systems - Review of new proposal including licencing and hardware - Creation migration & training plan				
16	Office 365 Device Deployment Azure AD join laptop or PC to Microsoft Cloud - Copy Profile Data - Setup applications - Apply security policies - Apply bit-locker encryption (if hardware meets min spec requirements) Please note Windows 10/11 Pro is required	1.00	One Off	£650.00	£650.00
17	SharePoint and Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage - Creation of SharePoint Hub / Intranet - Setup of permissions and polices - Creation of Microsoft Teams, Channel and tabs - Configuration of data migration tool	0.50	One Off	£650.00	£325.00
18	Data Migration Data Migration - Migration of all data to correct SharePoint / Teams libraries - Migration of personal data to personal OneDrive storage Please note migration will take place during working hours. Unless otherwise agreed.	0.50	One Off	£650.00	£325.00
19	Council Onboarding & Familiarisation Session A tailored introduction session covering: Meet your Cloudy account manager and support team Overview of account reviews and relationship management How to access and use the Cloudy Support Desk Getting started with Microsoft 365, including: OneDrive Sync setup and usage Navigating and working within Office.com	1.00	One Off	£195.00	£195.00
20	Future-Ready: Council Digital Skills Plan	1.00	One Off	£295.00	£295.00

Line	Item	Qty	Terms	Unit Price	Ext. Price
	A strategic session delivered by Susan, Head of Digital Skills, including: - Review of your council's digital goals and objectives - Practical overview of Teams, SharePoint, and Office.com - How to get the most from your Microsoft 365 tools - Guidance on using Cloudy's digital training resources effectively - Creation of a tailored digital training plan for your council				
21	Councillor Training Councillor 365 Training - 1 hour session delivered online - Maximum of 6 councillors per session - Covers key aspects for councillors to fully utilise office 365 - Including OneDrive, Outlook & Microsoft Teams - Setup guides provided before training - Includes overview of e-learning & training portal - All recordings are made available for councillors Please note session can be delivered in-person if preferable. This may incur an additional cost. 2x Session	0.50	One Off	£650.00	£325.00
22	PrePaid Support 5 Hours Pre-Paid Support For Councillors Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday) - Access to CloudyIT support desk via email, phone, support tool Please note these have an expiry period of 24 months. New prepaid hours would need to be bought and support hours do not roll over. This is set to renew every 2 years.	1.00	2 yearly	£365.00	£365.00
23	Review of security profile with Cyber Security Expert CloudyIT's expert security review offers a comprehensive approach to assess, enhance, and fortify your cybersecurity defenses. • Security Strategy Meeting: Collaborate with our security specialists in a detailed meeting to analyze your current security measures and strategize improvements. • Simulated Phishing Test: Gauge your team's ability to identify and respond to cyber threats with a controlled phishing attack simulation.	0.25	One Off	£0.00	£0.00

Line	Item	Qty	Terms	Unit Price	Ext. Price
	• Dark Web Monitoring & Policy Audit: Initiate continuous dark web surveillance and conduct a thorough audit of your security policies, ensuring they are robust and up-to-date. For more information visit: : https://www.cloudyit.co.uk/council-cyber-defence-hub/ 100% Discount				
Total Labour Items					£2,805.00
Hardware					
Total Hardware					£0.00
Optional					
30	Cloud-eHub Training and Management	0.25	One Off	£650.00	£162.50
	eLearning training portal review and setup				
	-Overview of learning platform				
	-Review of leaning pathways				
	-Review and setup of drip learning campaigns				
	-Review of advanced modules including Security Awareness				
	-HR				
	-Business Productivity				
	-Policy manager				
	-Setup of review in 3 months				
	Designed to ensure best practice and adoption of Microsoft 365.				
Total Optional					£162.50
Should you choose not to Purchase Councilor Administrative Fees or Councilor prepaid support, Pay as You Go charges when supporting Councilors will apply.					
Please see councilor support Policy.					

Payment Terms Summary	
One-Time Total	£2,602.50
Monthly Total	£329.85
VAT	£659.47
Total	£3,956.82

****Please note****

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

OUR BESPOKE SERVICES



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IT comparison

Figures considered by Finance and Personnel Aug 26

	Quantity	ICE pcm	Total	Quantity	Cloudy pcm	Total	Quantity	Docendo pcm	
MS 365 managed service - Basic	15	£9.75	£146.25	14	£5.67	£79.38	18	£4.83	£86.94
MS365 managed service - Business	4	£15.75	£63.00	6	£17.75	£106.50	6	£10.08	£60.48
365 Back up per month	19	£2.75	£52.25			£52.80		none	
Cyberpro and defender antivirus (Cloudy)				20		£52.08			
Managed antivirus	4	£5.00	£20.00			£0.00		none	
Managed detection and response	4	£5.95	£23.80	6		£0.00		none	
Domain reg inc DNS management and protection			£4.17 (£50pa)						
Unlimited remote support			£200.00			£113.40			£0.00
Councillor admin fee (Cloudy)						£10.00			
Maintenance contract (Docendo)									£153.75
Domain name renewal (Docendo and Cloudy 1 year)						£10.00			£6.25
IP address and DNS protection (Docendo)									£18.00
			£509.47			£424.16			£325.42
			£6,113.64			£5,089.92			£3,905.04
Councillor prepaid IT support (5hrs)						£365.00			
Councillor training options (Cloudy)						£620.00			
Onboarding			£500.00			£1,950.00			

Cloudy IT 1/9/26

£329.85

Premium license	4	£17.75	£71.00
Basic license	15	£5.67	£85.05
Cyperpro	4	£4.90	£19.60
Defender	15	£1.62	£24.30
datasafe cloud	5	£4.50	£22.50
clouds secure	1	£16.80	£16.80
End user support	4	£18.90	£75.60
cloud e-hub	4	£1.25	£5.00
councillor admin fee	0.5	£20.00	£10.00



Broomfield Parish Council

Minutes of the Planning Committee Meeting held on **Wednesday 5th August 2026 at 5pm** at Broomfield Village Hall.

Members in attendance	G Garfield A Thomson M Bleet
Members not in attendance	G Scott A Odelana
Others in attendance	K Hurrell Clerk's Assistant

PLN26/070 To receive and approve apologies for absence

Apologies were received from Cllr Odelana

Proposed Cllr Bleet

Seconded Cllr Thomson

All agreed

PLN26/071 To receive Councillors declarations of interests and dispensation requests

None were presented

PLN26/072 To approve the minutes of the Council Meeting held on 1st July 2026

The minutes were approved and signed by Cllr Garfield as a true record.

Alterations were altered to item PLN26/064 d) to *support application*

Proposed: Cllr Thomson

Seconded: Cllr Bleet

All agreed

PLN26/073 Public Participation session

No members of public were present

PLN26/074 Planning Applications received for consultation:

a. 26/00797/FUL 1 Gibson Vale – proposed single storey side/rear extension

DECISION: Support application

b. 26/00826/FUL Pennyfields, Parsonage Green - proposed single storey rear extension and side extension to garage

DECISION: Support application

PLN26/075 To report planning applications submitted under delegated authority:

a. 26/00728/FUL Land east of north Court Road & north Of Hospital Approach Broomfield
Description of works: Temporary change of use of the top two floors of the Care Home (Class C2) to Hotel (Class C1) for a period of 3 years.

Delegated decision submitted:

Object to this application: *The Parish Council feel there is insufficient information forthcoming from the applicant as to who exactly will be staying at this facility & they would benefit from CCC obtaining more details from the applicant as to why they need a change of use to C1 Hotel use if it is only to provide respite care before -patients move home. Surely this should be covered under the current C2 usage?*

BPC are concerned re the possible increase in parking that could be required for guests staying in the 62 rooms situated on the 2nd and 3rd floors & although the local roads are ~~¿~~parking controlled¿ they would not be controlled during the evenings/weekends which could cause inconvenience and annoyance for local residents. In fact the village is flooded with cars outside the restricted zones, from the hospital and people parking for the airport, so no extra parking is welcomed. Residents cannot get out of driveways, many of the roads being very narrow. This causes hardship to many residents.

Noted.

- PLN26/076 **To receive decisions made by Chelmsford City Council re previous applications consulted upon**
Noted.
- PLN26/077 **To note slide show & information from Cllrs Garfield & Thomson re CouncilWise 'Navigating the Planning System Course' & information from CCC Parish Forum 30/7/2026**
Points were discussed and report noted.
- PLN26/078 **Correspondence received**
No correspondence had been received
- PLN26/079 **To note update from Chelmsford City Council Planning Enforcement Team**
Noted
- PLN26/080 **Items for inclusion for the next meeting**
Ask Calc if they wish to set up a planning discussion group say every 3 months – Cllr Bleet to action.
- PLN26/081 **Chair to close the meeting at 6pm.**
The next Planning Committee Meeting is on Wednesday 2nd September 2026



Broomfield Parish Council

Action Plan

Item	Responsibility	Action	Planned Outcome	Planned Completion	Cost
Local Resilience	Council / Officers	To update the Parish Emergency Plan in line with the Local Resilience Forum	To have a clear plan of action in the event of an emergency	2027	No cost
Environmental commitment	Officers	To maintain the Green Flag award		Ongoing	
	Environment Committee / Officers	To consider and review annually the Environment Management Plan (separate document)	To manage the Parish Council green spaces to promote biodiversity and protect the environment.	Ongoing	Budget required depending on activity
	Contractors	To extend the wildflower meadow at the David Smith Memorial Field	Increased wildflower meadow	2027	£2900
Community volunteering	Councillors / Officers	To encourage volunteering for the Council in terms of gardening, litter picking and social events	Increased volunteer bank for future projects	Ongoing	No Cost
Community events	Councillors / Officers	To set up a Woodland Wellbeing group for men in the Centenary Wood meeting once a month (Stuart)	Increased community events and improve men's wellbeing	Ongoing	No cost
	Councillors / Officers	To set up a twice yearly Seniors Information Event (Donna)	To improve information sharing for seniors and families to promote independent living	Ongoing	Hall hire cost / no cost
	Officers	To provide further community events including outdoor cinema	Increased community events for all ages	Ongoing	Budget required depending on activity
Council facilities		To obtain funding to assist in the installation of a pétanque pitch to encourage activity by all age groups			

		To provide Pickle Ball facilities on the MUGA pitch to encourage activity by all age groups			
		Create a picnic area and community orchard in the area between the MUGA and car park	More community facilities	2026/27	Budget required
		Install more benches around the village at suitable points to benefit residents	Increase the opportunity for activity in older age	Ongoing	Budget required
		To extend the entrance of the Village Hall through grant funding to improve toilet facilities, storage and heat retention			
Youth engagement plan	Full Council / Committees / Officers	To look to engage with local schools to seek the input of young people in this area as to their wishes and needs and to raise the profile of the Council with young people	Greater youth engagement through the provision of facilities and potential creation of a Youth Council	2027 onwards	Budget required depending on action
		To consider events that the Council could host for young people (11-17)	Greater youth engagement	Ongoing	Budget required depending on action
		To look to support initiatives for young people in the Parish (11-17)	Greater youth engagement	Ongoing	Budget required depending on action
Grant scheme	Full Council	To continue to provide a small grant scheme to enable support to be provided to organisations within the Locality that serve the needs of residents.	Annual grant scheme	Ongoing	£5000 available per year

Representational activities	Full Council / Committees / Officers	To represent the interests of residents by making submissions in relation to planning matters and general consultations impacting upon the Locality, to liaise with Chelmsford City Council and Essex County Council regarding services provided by those authorities in the Locality and to liaise with public authorities in relation to other infrastructure issues such as plans for parking, roads, public transport and other infrastructure.	Ongoing service	Ongoing	No cost
		To undertake a village survey to gauge the wants and needs of the parish	To develop future action points for the parish council on a formal basis in line with election cycle	2027	Within budget
Good governance of the parish	Full Council / Officers	To continue financial prudence and budgetary management through monthly reporting and review. To continue the annual internal audit and ensure value for money. To ensure regular training for Councillors and staff on the latest financial legislation and employment law	Ongoing service	Ongoing	No cost
	Full Council / Officers	To achieve the Bronze and Silver levels for the Local Council Award Scheme	To formally demonstrate this council follows best practice	2026/2027	Small cost
Data protection (GDPR) and Risk Assessments	Full Council / Officers	To ensure that the parish council is GDPR compliant and full risk assessed	Ongoing service	Ongoing	Within budget
Public engagement and communication	Officers	Continue to provide a website with the aim to make it the central hub for provision of information and resources	To become the central source of information relating to local governance in the parish	Ongoing	Within budget

	Officers	Continue to maintain official BPC Facebook page and consider other platforms to maximise reach into the community	To provide greater transparency of parish council plans and decision making	Ongoing	Within budget
	Councillors / Officers	Encourage residents to provide feedback, comments and suggestions through all channels including surveys	To develop a greater knowledge of residents' concerns and feedback to help shape future plans, projects and actions	Ongoing	Within budget
	Councillors / Assistant to the Clerk	To continue to edit the Broomfield Times magazine on a 2 monthly basis	Ongoing	Ongoing	Within budget
	Councillors	To provide opportunities for residents to have their say in formal meetings and informal opportunities	To develop a greater knowledge of residents' concerns and feedback to help shape future plans, projects and actions	Ongoing	Within budget

Longer term action plan relating to the Broomfield Neighbourhood Plan, 2022-2036

The following action plan covers ambitions stated in the Neighbourhood Plan and will require collaborative working with other authorities.

CA1	Landscape – Preventing coalescence and improving settlement buffer	Redesign of the Felsted Field bank on Main Road • Improve the appearance of the bank by replacing hedgerow and planting wildflowers • Install sleepers to prevent soil creep • Erect new bus shelter at the southern end of the gap.
CA2 and CA7	Landscape – conserving and enhancing landscape	• Create a grant scheme for landscape conservation and enhancement • Create a grant scheme for the conservation and enhancement of designated Local Green Spaces
CA3	Creation and maintenance of	• Establish a new belt of woodland to on the western boundary of the North Broomfield strategic site • Look for additional sites for new woodland

	woodland and hedgerows	Plant native hedgerows alongside cycle paths to discourage trespass, crop damage and encourage wildlife
CA4	Natural environment	Undertake an investigation of tranquility and biodiversity mapping
CA5	Extension to the local nature reserve	- Expansion of the Essex Wildlife Trust nature reserve at Newlands Grove - Formalisation of informal footpaths in the Chelmer Valley
CA6	Improving public access	Continue discussions with landowners to create cycle paths, footpaths and community open space at the east end of Saxon Way
CA8	Community Land Trust	To set up a CLT to ensure affordable and suitable housing for the people of Broomfield.
CA9	Village Design Guidance	Updating the Village Design Statement to form short, user-friendly guidance about extensions and upgrades
CA10	Promoting awareness of historic features	- Design and install interpretation panels on village greens church and other historic buildings (with owners'owners permission) - Facilitate displays on local history and link to village heritage trails - Create a design for the new open space at Saxon Way to celebrate the Anglo-Saxon Burial site with Lottery funding
CA11	Review of Conservation Area	Work with CCC to review the Conservation Area Appraisal
CA12	Meeting the need for new community facilities	- Continue to monitor the need for new community facilities - Continue to lobby for a doctor'sdoctors surgery form Broomfield
CA13	Open Space south and west of Broomfield Place	Work with ECC to create a high-quality open space for community use.
CA14	Encourage sustainable travel	- Create a network of cycle routes - Encouragement of walking by - Footway audit

		• Install notices discouraging bad parking • Work with schools on the Walking Bus initiative • Install footpath or steps from the northern end of Vellacotts to Main Road • Investigate new crossing at Main Road / Court Road junction • Set up air quality monitoring points along Main Road • Encourage bus use through awareness campaigns and liaison with the hospital
CA15	Reducing the impact of traffic	• To progress a strategy to reduce the impact of traffic and reduce traffic levels
CA16	Encourage the generation and use of renewable energy	• To develop a strategy to encourage the generation and use of renewable energy and to reduce fuel poverty

A guide to the Local Council Award Scheme

Published by the National Association of Local Councils (NALC)

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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

- The Bronze Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

8 BRONZE AWARD ACCREDITATION PROCESS

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18 GOLD AWARD ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for the process for accreditation. These are not strict rules, and can be tailored to local need in consultation with NALC.

23 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or national accreditation process.

25 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

BRONZE AWARD

TO ACHIEVE A BRONZE AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

Before applying for the Bronze award the council confirms by resolution that all the required documents, information and conditions are in place for the Bronze award, and that these are published on the council's website, where applicable

To achieve the Bronze award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Its standing orders	Council contact details	
Its financial regulations	Councillor information, including registers of interests, in line with the Transparency Code	
Its Code of Conduct	Its action plan for the current year	
Its accessibility statement	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its complaints procedure	Evidence of participating in town and country planning	
Its privacy notice	Evidence of publicising elections and vacancies on the council	
Its last annual return		
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		

Minutes for at least one year of full council meetings and all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
It's biodiversity policy		

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy	Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Up-to-date insurance policies that mitigate risks to public money		A record of all training undertaken by staff and councillors in the last year
		The clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year
		Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

BRONZE AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that the council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
Its standing orders Its financial regulations Its Code of Conduct Its accessibility statement Its publication scheme Its complaints procedure Its privacy notice	Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
Its last annual return	The panel checks that the council has published its most recent Accounting Statements and Annual Governance Statement. Where the council is eligible for external audit the panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls.
Transparent information about council payments	Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will seek evidence that the council publishes information on payments in line with the appropriate transparency code. For smaller councils publishing payments over £100 annually and larger councils publishing payments over £500 quarterly. For more information see the Good Councillors Guide to Finance and Transparency.
A calendar of all meetings including the annual meeting of electors	The calendar includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
Minutes for at least one year of full council meetings and all committee and sub-committee meetings Current agendas	Minutes and agendas are published for all council meetings for at least the last year, including committees and the Annual Meeting of the Council. The panel checks that minutes (including associated papers) and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council. Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as

	possible after the meeting and within at least four weeks. The minutes will show that the council monitors its performance against the budget at least every three months.
The budget and precept information for the current or next financial year	The council can post up the current or next year's budget (or both). The council publishes detailed budget documents that include information on income and expenditure (or receipts and payments). Documents show how the precept was calculated and that the council understand the impact of precept changes on taxpayers.
Council contact details	The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
Councillor information, including registers of interests, in line with the Transparency Code	It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code. The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
Its action plan for the current year	The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
Evidence of consulting the community Publicity advertising council activities	The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings
Evidence of participating in town and country planning	Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
Evidence of publicising elections and vacancies on the council	The panel will seek evidence that when there are scheduled elections or council vacancies, the council informs the public. This includes displaying notices in conspicuous places within the parish and should also involve additional methods such as announcements on

	the council's website or in local newspapers.
It's biodiversity policy	The biodiversity policy will show the council's commitment to protecting and enhancing biodiversity in the parish. Including specific objectives, such as promoting habitat creation, supporting pollinators, or enhancing green spaces. Practical actions the council might take could include reviewing planning applications for biodiversity impacts, managing council-owned land for wildlife, or working with local conservation groups.
A risk management policy	The risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.
A register of assets	The register of assets can be based on a model but tailored to the specific council. They are not published.
Up-to-date insurance policies that mitigate risks to public money	The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Evidence might include a published policy, or minutes of meetings, or other materials that describe council activities that relate to crime and disorder
Disciplinary and grievance procedures	Disciplinary and grievance procedures can be based on a model but tailored to the specific council. There is not a requirement to publish.
A policy for training and development of staff and councillors A record of all training undertaken by staff and councillors in the last year A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year	A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The CPD points are for the clerk in employment with the council at the time of application. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.
Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy	The panel will ask to see the certificate that the council has signed up to the Civility and Respect pledge. A Dignity at Work Policy should ensure a respectful and supportive workplace by outlining expectations for behaviour, defining and prohibiting bullying, harassment, and discrimination, and providing procedures for raising and addressing concerns.

SILVER AWARD

TO ACHIEVE THE SILVER AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT.

Before applying for the Silver award the council confirms by resolution that all the required documents, information and conditions are in place for the Silver award, and that these are published on the council's website, where applicable

To achieve the Silver award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A Health and Safety policy	A community engagement policy involving two-way communication between council and community	
Its policy on equality	Councillor profiles	
A co-option policy	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins	
	Evidence of helping the community plan for its future	
	Evidence of encouraging public engagement in local democracy	

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	A qualified clerk
	Evidence of a customer service in how the council handles correspondence with the public	A formal appraisal process for all staff

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

SILVER AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
A Health and Safety policy Its policy on equality	The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
A co-option policy	The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.
A community engagement policy involving two-way communication between council and community	A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.
Councillor profiles	Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
A grant awarding policy	The council gives grants to community organisations and publishes a grant awarding policy.
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
An action plan and related budget responding to community engagement and setting out a timetable for action and review	The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
Evidence of community engagement, council activities and the promotion of democratic	The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be

processes in an annual report that is actively share with the community, online material and regular news bulletins	online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year. The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
Evidence of helping the community plan for its future	The panel seeks evidence from council documents and online information that it supports the community in planning for its future. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
Evidence of encouraging public engagement in local democracy	The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.
A scheme of delegation (where relevant)	The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising	At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council

vacancies	represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below. The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.																
Total Council Seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Two Thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14	
Evidence of a customer service in how the council handles correspondence with the public	The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.																
A qualified clerk	This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.																
A formal appraisal process for all staff	The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.																

GOLD AWARD

TO ACHIEVE A GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AND SILVER AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

Before applying for the Gold award the council confirms by resolution that all the required documents, information and conditions are in place for the Gold award, and that these are published on the council's website, where applicable

To achieve the Gold award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: • Engaging with diverse groups in the community using a variety of methods • Community engagement influencing council activity and priorities • A wide range of council activities, including innovative projects, that produce positive outcomes for the community • Co-operating constructively with other organisations • Active promotion of elections, including that at least two-thirds of its councillors stood for election	

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of staff and the council as a corporate body to achieve its business plan
	Engages with the community on issues related to the environment and climate change	Supports a culture of civility and respect in the council

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

GOLD AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Bronze and Silver Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Gold. The exception to this is if the council received a Bronze or Silver award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Gold level. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

Complying with the guidance below, the panel confirms that up-to-date documentation and information for Gold is in place. The panel may ask for further information or talk to councillors and staff. Councils seeking the Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

Criteria	Guidance
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
An annual report, online material, news bulletins and other council communications with evidence of: • Engaging with diverse groups in the community using a variety of methods • Community engagement influencing council activity and priorities • A wide range of council activities, including innovative projects, that produce positive outcomes for the community • Co-operating constructively with other organisations • Active promotion of elections, including that at least two-thirds of its councillors	The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills. These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four)

stood for election	of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy. The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships. At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table provided below
Total Council Seats	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Two Thirds 4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14
Ensures that the council delivers value for money	The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving

	the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money. The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed. The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.
Provides leadership in planning for the future of the community	The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.
Engages with the community on issues related to the environment and climate change	The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
Manages the performance of staff and the council as a corporate body to achieve its business plan	The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors

	participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.
Supports a culture of civility and respect in the council	The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel will let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council will be given some time to respond to that feedback.

Once an award has been achieved NALC will issue a certificate and provide resources to help the council celebrate & promote its achievements. County Associations that carry out their own local panel assessments will present the certificate to the council themselves.

A list of currently awarded councils is published on the NALC website and is updated on a quarterly basis

Councils and accreditation panels may be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee of £100) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before the four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. This will either be NALC or the local county association.

The registration fee paid to NALC is £50 paid by all councils regardless of size and is payable upon registration.

The accreditation fee is payable once the council has received their result and varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Bronze	£50	£80
Silver	£80	£100
Gold	£100	£200

All figures quoted are excluding VAT.

The figures quoted are the discounted rates for members of NALC.

Both the registration fee and accreditation fees listed above are for local councils in membership of NALC and their local county association.

Non-member councils must pay a higher fee that is double the figure quoted above.

The fee is reduced by 20% if the council achieved accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed regularly.

The IDB will oversee all changes to the scheme.

Local Government Services Pay Agreement 2026/27

	01-Apr-25		01-Apr-26		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£24,413	£12.65	Deleted 01-Apr-26		
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)
4	£25,185	£13.05	£26,016	£13.48	
5	£25,583	£13.26	£26,427	£13.70	
5	£25,583	£13.26	£26,427	£13.70	LC1 (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	
7	£26,403	£13.69	£27,274	£14.14	LC1 (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	
9	£27,254	£14.13	£28,153	£14.59	
10	£27,694	£14.35	£28,608	£14.83	
11	£28,142	£14.59	£29,071	£15.07	
12	£28,598	£14.82	£29,542	£15.31	
13	£29,064	£15.06	£30,023	£15.56	LC1 (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	
24	£35,412	£18.35	£36,581	£18.96	LC2 (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	

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	01-Apr-25		01-Apr-26		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	
29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	LC3 (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	
42	£53,460	£27.71	£55,224	£28.62	LC3 (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	
44	£55,801	£28.92	£57,642	£29.88	
45	£57,139	£29.62	£59,025	£30.59	
46	£58,523	£30.33	£60,454	£31.33	LC4 (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	
48	£61,198	£31.72	£63,218	£32.77	
49	£62,852	£32.58	£64,926	£33.65	
50	£64,373	£33.37	£66,497	£34.47	LC4 (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	
52	£68,053	£35.27	£70,299	£36.44	
53	£70,176	£36.37	£72,492	£37.57	

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	01-Apr-25		01-Apr-26		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
54	£72,307	£37.48	£74,693	£38.72	
55	£74,454	£38.59	£76,911	£39.86	LC4 (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	
57	£78,718	£40.80	£81,316	£42.15	
58	£80,821	£41.89	£83,488	£43.27	
59	£82,815	£42.93	£85,548	£44.34	
60	£84,852	£43.98	£87,652	£45.43	
61	£86,939	£45.06	£89,808	£46.55	
62	£89,081	£46.17	£92,021	£47.70	

Hourly rates have been calculated using the NJC-agreed formula: annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

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