

Broadwell Parish Council

Public notice is given for the ANNUAL meeting of Broadwell Parish Council to be held on 8th May 2024 at the village hall, beginning at 7.30 p.m.

Addressed to Cllr T Leonard (TL) Chairman, Cllr E Ashton (EA), Cllr W Neill (WN), Cllr N Brindley (NB), Cllr A Wodzianski (AW), Cllr R Ross (RR) & Cllr C Morse (CM)

Dear Councillors, you are hereby summoned to attend the above meeting of Broadwell Parish Council, to be held to transact the business listed in the agenda below. Members of the public and press are welcome to attend.

Signed:  Deborah Braiden, Clerk & RFO to the council. DATE: 2/05/2024

Agenda for Broadwell Parish Council		
1	Elect Chairman	To elect the Chairman and sign a form of acceptance to office.
2	Elect Vice Chairman	To elect the Vice-Chairman and sign a form of acceptance to office.
3	Working Groups	To confirm members of the following working groups: Traffic Calming, Highways & Maintenance Projects, Finance, bank & Audit, Planning
4	Apologies	Members who cannot attend a meeting should tender apologies to the Parish Clerk or the Chairman. Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the meeting minutes.
5	Interest declaration	Members are invited to declare disclosable pecuniary interests and other interests in any items listed on this agenda. Note: EA continued interest carried forward for the flood plan. As required by the Council's Code of Conduct for Members and the Localism Act 2011.
6	Public Recess	1 Members of the public are invited to make representations to the Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act and to respond to items received.
7	Minutes	To approve the minutes of the Parish Council meetings held on January 10th 2024.
8	Audit 23/24	1 To confirm the Internal Auditor (GAPTC) as independent from the Parish Council and to consider the report received from the internal auditor and recommendations made. 2 To agree to implement the recommendations made in the IA Report. 3 To confirm the Parish Council is EXEMPT from the requirement of a Limited Assurance Review by the External Auditor. Propose the Chair signs the Certificate of Exemption. 4 To approve Section 1 of the Annual Governance Statement. Chair & Clerk to sign. 5 To approve Section 2 of the Accounting Statements. Chair & Clerk to sign. 6 To approve the Explanation of Variances. Chair to sign. 7 To confirm the period for the Notice for Public Rights and Publication of the AGAR Return year-end 2024 to be 10 th June to 19 th July 2024.
9	Projects	1 To receive an update from the Traffic Calming Group, and to discuss the possibility of using white gates, shark teeth, and trees.

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		2 To review progress on resurfacing and other projects, and approve the next steps from NB's report & quotes received.
10	PLANNING	1 To consider applications received in Appendix A. 2 To receive & discuss planning correspondence received. 3 To note any decisions and comments made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b) also listed in Appendix A
11	Play & Defib	1 To receive a report for monthly inspection of the defibrillator . AW 2 To receive the monthly report for play inspection AW & the annual ROSPA inspection made on April 24. To approve any actions required from the report.
12	Clerk Items	1 To approve clerk's timesheets for March & April. 2 To note annual leave taken 8 th – 12 th April (6 hours). 3 To note the clerk's action sheet. 4 To approve and confirm that the parish council still has the correct criteria to retain and act within the General Power of Competency . 5 To approve the following policies – Financial Regulations, Asset Register, Standing Orders, Publication Scheme, Internal Finance checks by Members, Privacy and Data 6 Clerk to receive suggestions for the next agenda .
FINANCE		
13	Insurance	To review quotes received and approve one of the policies.
14	Income	1 To receive and approve receipts of Interest and income for March. 2 To note the receipt of CIL money of £1092.29 which can be used for projects.
15	Expenditure	To receive and approve expenditures for March.
16	Bank Balance	To receive and approve the end-of-year figures and reconciliation for 23/24.
17	Payments List	To approve payments paid, payments due, and receipts for recompense, as scheduled in Appendix B.
18	Regular Payments	To approve the following payments made by standing order and direct debit. Clerk's Salary – Standing Order payable on the 1 st of each month for the preceding month. HP Instant Ink – Supply of ink cartridges – Monthly Direct Debit £3.99 Microsoft One Drive – cloud storage payment – Monthly Direct Debit £1.99 ICO Data Controller – Registration of Data control – Annually Direct Debit £35.00
19	Subscriptions	To approve annual subscriptions to GAPTC and SLCC
SUNDRY ITEMS		
20	Correspondence Received	To receive and note the correspondence list in Appendix C.. To agree on any actions. To note no decisions can be made on matters raised in this section.
21	Resignation Received	To receive and accept the resignation of Cllr Neill with effect from the end of this meeting.
22	Close	To record the end of the meeting and confirm the next meeting to be July 10 th 2024.