

BROOME PARISH COUNCIL

Clerk to the Council: – Mrs Beverley. J. Drew
Leywood, 4 Mill Lane, Wolverley, DY11 5TR
01562 850435 – clerk.broomepc@gmail.com

Chairman – Cllr. Nick Norton

To the members of Broome Parish Council:-

**You are duly summoned to attend the Annual Meeting of Broome Parish Council
via ZOOM on Wednesday 5th May, 2021 at 8.00pm**

**Members of the public are invited to join the meeting. If you wish to join please
contact the clerk on 01562 850435 or by e mail to clerk.broomepc@gmail.com by
Wednesday 5th May, 2021 and you will be provided with relevant details for joining.**

AGENDA

- 1. Election of a Chairman for 2021 – 2022.**
- 2. Election of a Vice-Chairman for 2021 – 2022.**
- 3. Apologies.**
- 4. Declarations of Interest and Dispensations.**
- 5. Public Question Time.** (The meeting is adjourned for any member of the public to give their views on any agenda item or to raise issues for future consideration at the discretion of the Chairman).
- 6. Minutes of the Previous Meeting.**
- 7. District / County Councillors Reports.**
- 8. Police Report.**
- 9. Planning Report.** (to consider the spreadsheet and note any applications since the last meeting and appoint Planning sub-committee)
- 10. Lengthsman Update.**
- 11. Footpaths Warden Update.**
- 12. To agree representative on Chaddesley Education Foundation.**
- 13. To nominate Councillors to Worcestershire CALC Area Meetings.**
- 14. To review the Code of Conduct.**
- 15. To review the adopted Financial Regulations.**
- 16. To review the Standing Orders including the revised NALC model Standing Orders.**
- 17. To approve the Risk Register Log 2021 – 2022.**

18. **To discuss Risk Assessment for holding covid safe council meetings after May 7th.**
19. **To note Insurance Requirements.**
20. **To approve the actions taken and processes and templates to be used to comply with the GDPR regulations.**
21. **To review Internal Audit Report.**
22. **To review Fixed Assets Register.**
23. **Financial Matters**
 - i) To consider bank reconciliation and bank statements since last meeting.
 - ii) To approve schedule of Accounts for Payment.
 - iii) Adoption of the Accounts and Approval of Annual Return.
To approve the accounts for the year 1st April 2020 – 31st March 2021, firstly (a) the annual governance statement and secondly (b) the annual accounting statements.
 - iv) To agree further signatories to add to Bank Mandate.
 - v) To discuss Telephone Banking.
 - vi) To update on HSBC Safeguarding Review.
24. **To discuss Joint Practitioners Advisory Group (JPAG) Practitioners Guide 2021 Changes – New Section guidance on e-mails.**
25. **Schedule of Correspondence.**
26. **Councillor Reports.**
27. **Agenda items for future meetings.**
28. **Date of Next Meetings (1st September 2021, 1st December 2021)**

**Beverley J Drew
Clerk to Rushock Parish Council
22nd April 2021**