

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 to be held on Wednesday 10th May 2023, 8.00pm, Broome Village Hall.

AGENDA

- 1. Election of a Chairman for 2023 – 2024.**
- 2. Election of a Vice-Chairman for 2023 – 2024.**
- 3. Apologies.**
- 4. Declarations of Interest and Dispensations.**
- 5. To consider filling by co-option casual vacancies for a Councillor.**
- 6. 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).
- 7. Minutes of the Previous Meeting.**
- 8. District / County Councillors Reports.**
- 9. Police Report.**
- 10. Planning Report.** (to consider the spreadsheet and note any applications since the last meeting and appoint Planning sub-committee)
- 11. Lengthsman Update.**
- 12. Footpaths Warden Update.**
- 13. To nominate Councillors to Worcestershire CALC Area Meetings.**
- 14. To adopt the new Code of Conduct.**
- 15. To review the Financial Regulations.**
- 16. To review the Standing Orders.**
- 17. To approve the Risk Register Log 2023 – 2024.**
- 18. To review Insurance Requirements.**
- 19. To review GDPR documentation.**
- 20. To review Internal Audit Report.**

- 21. To review Fixed Assets Register.**
- 22. Financial Matters;**
- a) Adoption of the Accounts and Approval of Annual Return.
To approve the accounts for the year 1st April 2022 – 31st March 2023, firstly (a) the annual governance statement and secondly (b) the annual accounting statements.
 - b) To discuss closure of HSBC Bank Accounts.
 - c) To consider bank reconciliation and bank statements since last meeting.
 - d) To discuss new Cashbook.
 - e) To approve schedule of Accounts for Payment.
 - f) To discuss Clerks Annual Salary Review.
 - g) To discuss financial assistance to the Church.
- 23. Siting of 2nd Vehicular Activated Sign.**
- 24. Correspondence.**
- 25. Councillor Reports.**
- 26. Agenda items for future meetings.**
- 27. Date of Next Meetings (6th September 2023, 6th December 2023)**

**Beverley J Drew
Clerk to Broome Parish Council
2nd May 2023**