

Bradwell with Pattiswick Parish Council

Chairman	Parish Clerk & Responsible Financial Officer:
Cllr Tony Dunn Tel: 01376 331409	Mrs Christine Marshall Mill Cottage Church Road Bradwell Braintree Essex CM77 8EP Tel: 07933 306927 E-Mail: clerktohppc@outlook.com

Date Issued: 2nd May 2022

Dear Councillor

I hereby give notice that you are summoned to attend the forthcoming **Annual** Parish Council meeting of the Bradwell & Pattiswick Parish Council which will take place on **Monday 9th May 2022 in the Village Hall, Church Road, Bradwell at 7.30pm** for the purpose of transacting the business shown in the Agenda. The public and press are welcome to be present.

Christine Marshall

Christine Marshall
PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

AGENDA
For the Annual Parish Council meeting of Bradwell with Pattiswick Parish Council
On Monday 9th May 2022 in the Village Hall, Church Road, Bradwell at 7.30pm

ITEM	PRESENTER	SUBJECT	STATUS
22/065	Chairman	Welcome and apologies for absence	INFORMATION
22/066	Chairman	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING ONLY Councillors are no longer permitted to make representation in the Public Forum if they have discloseable pecuniary interests and/or other Pecuniary Interests on any items on the agenda as stated in the adopted Code of Conduct. The maximum time allowed for the public to participate, as stated in the Bradwell with Pattiswick Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.	INFORMATION
22/067	Chairman	OUTGOING CHAIRMAN'S REPORT	INFORMATION
22/068	Chairman	TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL	DECISION
22/069	Chairman	CHAIRMAN'S DECLARATION OF OFFICE	SIGNATURE
22/070	Chairman	TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL	DECISION
22/071	Vice-Chairman	VICE-CHAIRMAN'S DECLARATION OF OFFICE	SIGNATURE
22/075	Clerk	DECLARATIONS OF ACCEPTANCE OF OFFICE a. To confirm all Members present have signed the form b. To confirm that any Member not present will be able to sign the form outside of this meeting.	SIGNATURES DECISION
22/076	Clerk	REGISTER OF INTERESTS a. To confirm all Members present have checked existing Declarations of Interest forms for any amendments required b. To confirm that any Member not present will be able to complete the Declaration of Interest form outside of this meeting.	INFORMATION INFORMATION
22/077	Clerk	CONSENT FORMS a. To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail. b. To confirm that any Member not present will be able to sign the form outside of this meeting.	INFORMATION INFORMATION
22/078	Clerk	BANK MANDATE a. To confirm bank account. b. To agree removal of ex-Councillor Pritchard from the authorised signatories list and to agree another signatory.	INFORMATION DECISION
22/079	Clerk	ANNUAL RETURN 2021/22 a. To receive the Annual Return 2021/22 b. Resolution – To approve the Risk Management Policy and identified risks c. Resolution – To approve the Asset Register at 31/03/2022 d. Resolution - To approve and sign Part 2, Certificate of Exemption, of the Annual Return for 2021/22	INFORMATION DECISION DECISION ACTION – Chairman/ Clerk

		e. Resolution - To approve and sign section 1, the Annual Governance Statement 2021/22 of the Annual Return	ACTION – Chairman/Clerk
22/080	Clerk	FINANCE & ANNUAL RETURN 2021/22 f. To receive the annual statement 2021/22 g. To approve the year end bank reconciliation figures h. To confirm the financial year end 2021/22 carried forward figure of £13,368.14 i. Resolution - To approve and sign the Section 2 Accounting Statement of the Annual Return for 2021/22	INFORMATION ACTION ACTION ACTION – Chairman/Clerk
22/081	Chairman	EMPLOYMENT COMMITTEE a. To elect Employment Committee members b. To elect Employment Committee Chairman	DECISION DECISION
22/082	Chairman	COMMITTEES To agree any other Committees that may be required and to elect members and Chairman.	DECISION
22/083	Chairman	VILLAGE HALL To elect Village Hall Representative.	DECISION
22/084	Chairman	PUBLIC FOOTPATHS To elect Public Footpath's Officer	DECISION
22/085	Chairman	PLAYING FIELDS OFFICER To elect Playing Field's Officer	DECISION
22/086	Chairman	EMERGENCY PLANNING To elect Community Emergency Co-ordinator	DECISION
22/087	Chairman	REPRESENTATIVES To elect representatives for the following external meetings/bodies a. Rural Community Council b. Braintree Association of Local Councils c. Integrated Waste Management Site Liaison Group d. Bradwell Quarry Liaison Committee e. A120 Braintree Community Engagement Forum f. Highways (Local Highways Panel and Highways Agency) g. Transport h. Holy Trinity Church i. Flooding	DECISION
22/088	Chairman	Annual Meeting closed.	

THIS NOTICE WAS ISSUED on 3rd May 2022, by:
Mrs Christine Marshall, Parish Clerk & Responsible Financial Officer,
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