**Bradwell with Pattiswick Parish Council**

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| **Chair: Cllr Tony Dunn**  🕿: 01376 331409 | **Clerk & RFO: Mrs Nicki Watkins**  Bradwell Village Hall  Church Road  Bradwell  Braintree  Essex CM77 8EP  🕿: 07561 155328  [**clerktobppc@outlook.com**](mailto:clerktobppc@outlook.com)  [**www.e-voice.org.uk/Bradwell**](http://www.e-voice.org.uk/Bradwell)  Date Issued: 6 May 2024 |

Dear Councillor

I hereby give notice that you are summoned to attend the **Annual Parish Council Meeting** of the Bradwell & Pattiswick Parish Council.

This will take place on **Monday 13 May 2024, in the Village Hall, Church Road, Bradwell at 7.30pm**, following the Annual Parish Assembly Meeting, for the purpose of transacting the business shown on the agenda.

The public and press are welcome to be present.

**Nicki Watkins**

Mrs Nicki Watkins, Clerk & RFO to Bradwell with Pattiswick Parish Council

**AGENDA**

**For the Annual Parish Council meeting of the Bradwell with Pattiswick Parish Council on Monday 13 May 2024, in Bradwell Village Hall, Church Road, Bradwell at 7.30pm**

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| **ITEM** | **PRESENTER** | **SUBJECT** | **STATUS** |
| **24-5/021** | **Chair** | **WELCOME AND APOLOGIES**  **To receive** and **accept** any apologies for absence. | **INFORMATION** |
| **24-5/022** | **All Members** | **DECLARATION OF INTERESTS**  **To receive** any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct as adopted in May 2015. | **INFORMATION** |
| **24-5/023** | **Chair** | **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**   1. The Clerk will read out any queries or questions submitted from the press and public under Public Participation on the agenda. All queries or questions must be received by the Clerk at least 24 hours before the meeting takes place. Anything received after that time for inclusion in the meeting will be at the decision of the Chairman. 2. Members of the public should be aware that any issues raised may not be commented on or debated by the Parish Council during the meeting. The Chairman will indicate if the issue raised will be added to a future agenda or if it will be dealt with by the Clerk. 3. The Council reserves the right to decline any item deemed inappropriate for inclusion in the meeting. The Chairman of the meeting will direct whether the item may be included. 4. The agenda will indicate when the public participation takes place. 5. Questions and comments should address the business on the agenda, otherwise, and in most cases, the matter will be carried forward, without discussion, to the next meeting.   **When submitting a query,** the member of the press or public will be required to:   1. Provide full name. 2. Confirm whether you are a registered Elector of Bradwell with Pattiswick Parish. 3. If you are not a registered elector, you will need to state the basis on which you are raising the issue.   Members of the public can remain to observe the remainder of the meeting except for any closed items. | **INFORMATION** |
| **24-5/024** | **Chair** | **OUTGOING CHAIR’S REPORT**  To **receive** a report from the Chair of the business conducted by the Parish Council for the past year. | **INFORMATION** |
| **24-5/025** | **Chair** | **ELECTION OF THE CHAIR**  To **receive** nominations and to **elect** a Chair for the Parish Council for the forthcoming year. | **DECISION** |
| **24-5/026** | **Chair & Clerk** | **CHAIR’S DECLARATION OF OFFICE**  Elected Chair to **sign** the Chairman’s Declaration of Office and the Parish Clerk to counter **sign** as the Proper Officer of the Council. | **SIGNATURES** |
| **24-5/027** | **Chair** | **ELECTION OF THE VICE-CHAIR**  To **receive** nominations and to **elect** a Vice-Chair for the Parish Council for the forthcoming year. | **DECISION** |
| **24-5/028** | **Vice-Chair & Clerk** | **VICE-CHAIR’S DECLARATION OF OFFICE**  Elected Vice-Chair to **sign** the Chairman’s Declaration of Office and the Parish Clerk to counter **sign** as the Proper Officer of the Council. | **SIGNATURES** |
| **24-5/029** | **Chair** | **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 15 MAY 2023**  **To receive and confirm** the minutes of the Annual Parish Council meeting held on 15 May 2023.  Minutes to be signed by the Chair. | **RESOLUTION /**  **DECISION**  **ACTION** |
| **24-5/030** | **Clerk** | **REGISTER OF MEMBERS’ INTERESTS**   1. To **confirm** all Members present have no further amendments to their Declarations of Interest since the last review in December 2023. 2. To **confirm** that any Member not present will be able to confirm that any amendments are made and their form updated outside of this meeting if required. | **DECISION**  **ACTION** |
| **24-5/031** | **Clerk** | **CONSENT FORMS**   1. To **confirm** that Members present are content to receive Summons, Agenda, and all other communications electronically and **sign** the consent form. 2. To **confirm** that any Member no present will be able to **sign** the consent form outside of this meeting. | **DECISION / SIGNATURES /**  **ACTION** |
| **24-5/032** | **Clerk** | **REVIEW OF BANK MANDATE AND SIGNATORIES**   1. To **confirm** signatories 2. To **confirm** that Members are content to continue with the Bank Mandate as currently in existence of any two signatories for all outgoing payments or instructions. | **DECISION**  **DECISION / ACTION** |
| **24-5/033** | **Clerk** | **ANNUAL GOVERNANCE AND ACCOUNTABILY REPORT 2023/24**   1. Clerk to provide an **update** on the Annual Governance and Accountability Report 2023/24 2. Resolution to **approve** the Financial Regulations Policy updated as at 31 March 2024. 3. Resolution to **approve** the Standing Orders updated as at 31 March 2024. 4. Resolution to **approve** the Code of Conduct updated as at 31 March 2024. 5. Resolution to **approve** the Risk Management Policy and identified risks updated as at 31 March 2024. 6. Resolution to **approve** the Fixed Asset Register at 31 March 2024. 7. To **confirm** that all Members present have read and understood the revised Code of Conduct May 2024 | **INFORMATION**  **ACTION**  **ACTION**  **ACTION**  **ACTION**  **ACTION**  **ACTION** |
| **24-5/034** | **Clerk** | **FINANCE & ANNUAL RETURN 2023/24**   1. To **approve** the year end bank reconciliation figures 2. To **confirm** the financial year end 2023/24 carried forward figure | **INFORMATION**  **RESOLUTION**  **INFORMATION**  **INFORMATION / RESOLUTION** |
| **24-5/035** | **Chair** | **COMMITTEES**  To **agree** any other Parish Council Committees that may be required and to **elect** members and Chair. | **DISCUSSION / DECISION** |
| **24-5/036** | **Chair** | **PLAYING FIELD OFFICER**  To **elect** a Playing Field Officer | **DISCUSSION / DECISION** |
| **24-5/037** | **Chair** | **VILLAGE HALL REPRESENTATIVE**  To **elect** a Village Hall Officer | **DISCUSSION / DECISION** |
| **24-5/038** | **Chair** | **EMERGENCY PLANNING**  To **elect** an Emergency Planning Officer | **DISCUSSION / DECISION** |
| **24-5/039** | **Chair** | **FOOTPATH’S OFFICER**  To **review** the current arrangements of the Footpath’s Officer | **DISCUSSION / DECISION** |
| **24-5/040** |  | **REPRESENTATIVES**  To **elect** representatives for the following external meetings/bodies:   1. Rural Community Council 2. Braintree Association of Local Councils 3. Integrated Waste Management Site Liaison Group 4. Bradwell Quarry Liaison Committee 5. A120 Braintree Community Engagement Forum 6. Highways (Local Highways Panel and Highways Agency) 7. Transport 8. Holy Trinity Church | **DISCUSSION / DECISION**  **DECISION**  **DECISION**  **DECISION**  **DECISION**  **DECISION**  **DECISION**  **DECISION**  **DECISION** |
| **24-5/041** | **CHAIR** | **CONCLUSION OF MEETING** |  |

**THIS NOTICE WAS ISSUED** on 6 May 2024 by Mrs Nicki Watkins, Clerk & RFO Bradwell with Pattiswick Parish Council

Bradwell Village Hall, Church Road, Bradwell, Braintree, CM77 8EP.

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