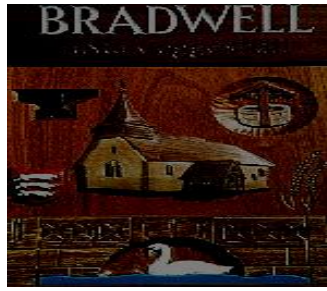


Bradwell with Pattiswick Parish Council

Web: www.essexinfo.net/bradwell



Parish Clerk & Responsible
Financial Officer
Mrs Diane Jacob
5 Crocklands
Greenstead Green
Halstead
Essex CO9 1QY
Telephone No.: 077365097
E-Mail: clerktobjcpc@gmail.com

12TH MAY 2015

Dear Councillor

I hereby give notice that you are summoned to attend the forthcoming **ANNUAL MEETING** of Bradwell & Pattiswick Parish Council which will take place on **Monday 18th May 2015 in the Village Hall, Church Road, Bradwell at 7.00pm** for the purpose of transacting the business shown in the Agenda.

The public and press are welcome to be present.

A handwritten signature in black ink, appearing to read 'D. Jacob'.

DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
15/094	ALL MEMBERS	TO ELECT THE CHAIRMAN	DECISION
15/095	CHAIRMAN	CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION
15/096	ALL MEMBERS	TO ELECT THE VICE-CHAIRMAN	DECISION
15/097	VICE-CHAIRMAN	VICE-CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION
15/098	ALL MEMBERS	DECLARATION OF ACCEPTANCE OF OFFICE TO CONFIRM ALL MEMBERS HAVE SIGNED THE FORM, TO CONFIRM THAT ANY MEMBERS NOT PRESENT AND THEREFORE UNABLE TO, CAN DO SO AT A LATER DATE	DECISION
15/099	ALL MEMBERS	CHECK MEMBERS REGISTER OF INTERESTS MEMBERS TO SEND THEIR DECLARATIONS OF INTEREST FORMS DIRECT TO BRAINTREE DISTRICT COUNCIL (NICOLA BEACH –RETURNING OFFICER) WITHIN 28 DAYS	INFORMATION
15/100	ALL MEMBERS	CONSENT FORM TO RECEIVE THE COUNCIL SUMMONS AND AGENDA ELECTRONICALLY TO CONFIRM ALL MEMBERS HAVE SIGNED THE MODEL CONSENT FORM AND RETURNED IT TO THE PARISH CLERK	INFORMATION
15/101	ALL MEMBERS	BANK MANDATE FORMS ITEM 1. TO AGREE AND CONFIRM THREE SIGNATORIES ITEM 2. TO SIGN BANK MANDATE FORMS AS NECESSARY	DECISION
15/102	ALL MEMBERS	TO ADOPT COUNCIL POLICIES A. STANDING ORDERS B. FINANCIAL REGULATIONS C. CODE OF CONDUCT & NOLAN PRINCIPLES D. CO-OPTION POLICY E. COMPLAINTS PROCEDURE F. PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS G. FREEDOM OF INFORMATION PUBLICATION SCHEME H. GRANT FUNDING POLICY	DECISION
15/103	ALL MEMBERS	ITEM 1. TO ELECT EMPLOYMENT COMMITTEE AND EMPLOYMENT COMMITTEE CHAIRMAN ITEM 2. TO ADOPT TERMS OF REFERENCE FOR EMPLOYMENT COMMITTEE	DECISION

15/104	ALL MEMBERS	ITEM 1. TO ELECT A120 COMMITTEE AND A120 COMMITTEE CHAIRMAN ITEM 2. TO ADOPT TERMS OF REFERENCE FOR A120 COMMITTEE	DECISION															
15/105	ALL MEMBERS	ITEM 1. TO ELECT VILLAGE HALL REPRESENTATIVE ITEM 2. TO ADOPT VILLAGE HALL REPRESENTATIVE TERMS OF REFERENCE	DECISION															
15/106	ALL MEMBERS	TO ELECT A PUBLIC FOOT PATH OFFICER (Officer to report and make recommendations, monthly at Parish Council Meeting)	DECISION															
15/107	ALL MEMBERS	TO ELECT A PLAYING FIELD OFFICER (To inspect field/play equipment, orchard, report and make recommendations, monthly at Parish Council Meeting)	DECISION															
15/108	ALL MEMBERS	THE APPEARANCE OF BRADWELL WORKING GROUP To confirm members	DECISION															
15/109	ALL MEMBERS	TO APPOINT REPRESENTATIVE TO ATTEND BRAINTREE ASSOCIATION OF LOCAL COUNCIL MEETINGS (After attending (BALC) to report and update at Parish Council Meetings)	DECISION															
15/110	ALL MEMBERS	REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER DISCUSS QUOTATIONS & CONFIRM WHO TO USE	DECISION															
15/111	ALL MEMBERS	ANNUAL MEETING CLOSED	INFORMATION															
<u>AGENDA</u>																		
18th MAY 2015 PARISH COUNCIL MEETING COMMENCES																		
ITEM	PRESENTER	SUBJECT	STATUS															
15/112	CHAIRMAN	WELCOME AND APOLOGIES FOR ABSENCE	INFORMATION															
15/113	CHAIRMAN	DECLARATION OF INTERESTS. To receive any discloseable 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.	DECISION															
15/114	CHAIRMAN	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST. 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 & 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															
15/115	COUNCILLORS	DISTRICT AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT.	INFORMATION															
15/116	ALL MEMBERS	TO ACCEPT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6 TH MAY 2015	DECISION															
15/117	ALL MEMBERS	TRAINING - To consider Training for new councillors COUNCILLOR TRAINING DAY 1 & 2 CHAIRMAN'S DAY 1 & 2 CODE OF CONDUCT	DECISION															
15/118	CLERK	FINANCIAL MATTERS: FINANCIAL STATEMENT FOR MAY. (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE). <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">CHEQUE NO.</th> <th style="width: 20%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>02 MOBILE (FOR MAY)</td> <td></td> <td>TO BE CONFIRMED ON NEXT AGENDA</td> </tr> <tr> <td>DIANE JACOB (SALARY FOR MAY)</td> <td></td> <td>TO BE CONFIRMED ON NEXT AGENDA</td> </tr> <tr> <td>DIANE JACOB (EXPENSES FOR MAY)</td> <td></td> <td>TO BE CONFIRMED ON NEXT AGENDA</td> </tr> <tr> <td>ESSEX PENSION FUND (FOR MAY)</td> <td></td> <td>TO BE CONFIRMED ON NEXT AGENDA</td> </tr> </tbody> </table> To confirm receipt of a cheque for £1,160.00 from Cemex (Bradwell Aggregates) on 8 th May 2015 First Donation towards Grass Cutting in the Churchyard and Recreation ground. (Sent e-mail of thanks for their generous donation). Second donation for £1,000.00 due to be received in June.		CHEQUE NO.	TOTAL	02 MOBILE (FOR MAY)		TO BE CONFIRMED ON NEXT AGENDA	DIANE JACOB (SALARY FOR MAY)		TO BE CONFIRMED ON NEXT AGENDA	DIANE JACOB (EXPENSES FOR MAY)		TO BE CONFIRMED ON NEXT AGENDA	ESSEX PENSION FUND (FOR MAY)		TO BE CONFIRMED ON NEXT AGENDA	DECISION
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15/119	ALL MEMBERS	PLANNING MATTERS TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION															
15/120	ALL MEMBERS	MEMORIAL To instruct the Clerk to obtain a brass memorial plaque, as budgeted for, to be situated near the donated Oak tree in Church Road in relation to the late Councillor Bob Biggs.	DECISION															
15/121	ALL MEMBERS	DATE OF NEXT MEETING MONDAY 8 TH JUNE 2015	INFORMATION															

THIS NOTICE WAS ISSUED BY:

MRS DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL