**Bradwell with Pattiswick Parish Council**

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| **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: clerktobppc@outlook.com |

Date Issued: 2nd May 2016

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 2016 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.

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**Christine Marshall**

# **PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER**

| **AGENDA**  **For the Annual Parish Council meeting of Bradwell with Pattiswick Parish Council**  **On Monday 9th May 2016 in the Village Hall, Church Road, Bradwell at 7.00pm** | | | |
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| **ITEM** | **PRESENTER** | **SUBJECT** | **STATUS** |
| **16/094** | **Clerk** | **TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL** | DECISION |
| **16/095** | **Chairman** | **CHAIRMAN’S DECLARATION OF OFFICE** | SIGNATURE |
| **16/096** | **Chairman** | **TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL** | DECISION |
| **16/097** | **Vice-Chairman** | **VICE-CHAIRMAN’S DECLARATION OF OFFICE** | SIGNATURE |
| **16/098** | **Clerk** | **DECLARATIONS OF ACCEPTANCE OF OFFICE**   1. To confirm all Members present have signed the form 2. To confirm that any Member not present will be able to sign the form outside of this meeting. | SIGNATURES  DECISION |
| **16/099** | **Clerk** | **REGISTER OF INTERESTS**   1. To confirm all Members present have completed Declarations of Interest forms 2. To confirm that any Member not present will be able to complete the Declaration of Interest form outside of this meeting. | INFORMATION  INFORMATION |
| **16/100** | **Clerk** | **CONSENT FORMS**   1. To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail. 2. To confirm that any Member not present will be able to sign the form outside of this meeting. | INFORMATION  INFORMATION |
| **16/101** | **Chairman** | **BANK MANDATE**  To confirm existing bank mandate or amendments required. | DECISION |
| **16/102** | **Clerk** | **COUNCIL POLICIES**  To agree policies adopted during 2015/16 as below remain in force and to agree review of all policies in July/August:   1. Code of Conduct 2. Communication 3. Complaint 4. Co-option of a Councillor to fill a casual vacancy 5. Data Protection 6. Expenses policy for employees and councillors 7. Freedom of Information and Publication Scheme 8. Grant Funding 9. Retention of Documents and Records 10. Standing Orders | DECISION  ACTION |
| **16/103** | **Chairman** | **EMPLOYMENT COMMITTEE**   1. To elect Employment Committee members 2. To elect Employment Committee Chairman | DECISION  DECISION |
| **16/104** | **Chairman** | **COMMITTEES**  To agree any other Committees that may be required and to elect members and Chairman. | DECISION |
| **16/105** | **Chairman** | **VILLAGE HALL**  To elect Village Hall Representative. | DECISION |
| **16/106** | **Chairman** | **PUBLIC FOOTPATHS**  To elect Public Footpath’s Officer | DECISION |
| **16/107** | **Chairman** | **PLAYING FIELDS OFFICER**  To elect Playing Field’s Officer | DECISION |
| **16/108** | **Chairman** | **EMERGENCY PLANNING**  To elect Community Emergency Co-ordinator | DECISION |
| **16/109** | **Chairman** | **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 9. Flooding | DECISION  DECISION  DECISION  DECISION  APPROVAL\*  DECISION  DECISION  DECISION  DECISION |
| **16/110** | **Chairman** | **Annual Meeting closed.** |  |

\* A120 Braintree Community Engagement Forum is represented by the Chairman of the Parish Council. .**NB**: To Chair next meeting of the Forum

THIS NOTICE WAS ISSUED on 2nd May 2016, by:

Mrs Christine Marshall

Parish Clerk & Responsible Financial Officer

BRADWELL with PATTISWICK PARISH COUNCIL

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