

Broadwoodwidge Parish Council

Clerk to the Council: Kayleigh Walker e-mail: broadwoodwidgecouncil@outlook.com

To: All Members of Broadwoodwidge Parish Council

11th May 2022

Dear Councillor,

You are hereby summoned to attend the ANNUAL MEETING of Broadwoodwidge Parish Council, to be held at **Broadwoodwidge Community Hub on Tuesday 17th May, at the end of the Parish Meeting** for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend (please advise the Clerk beforehand to enable correct social distancing measures to take place).

Yours sincerely

Kayleigh Walker
Parish Clerk

AGENDA

1. **To Elect the Chairman for the Year 2022/2023**
2. **The Chairman Will Read and Sign the Prescribed 'Declaration of Acceptance of Office'**
3. **To Elect the Deputy Chairman for the Year 2022/2023**
4. **Apologies for Absence** (Please make any apologies known to the Parish Clerk)
5. **Declarations of Interests** – to receive declarations of personal and pecuniary interests in respect of items on this Agenda.
6. **To Appoint Representatives to the Following Committees: i. Planning Committee ii. Footpaths Committee**
7. **Public Open Question Time** – To receive questions from the Public. Each member of the Public may have up to 2 minutes time, the session to last no more than 10 minutes in total. Standing Orders will be suspended during this session.
8. **Police Report** – The Police will provide a report for information only.
9. **County Councillor Report**
10. **District Councillor Report**
11. **Council Meeting Minutes** – to approve and sign the Minutes of the Council Meetings held on 5th April 2022 as a correct record.
12. **Matters Arising** – to consider matters arising from the Minutes of 5th April Meeting, not already covered by the Agenda. For information only.
13. **To Ratify the Insurance for the year 2022/2023**
14. **To approve Risk Assessments and the Asset Register for 2022/2023**
15. **To agree & sign the Certificate of Exemption for the Financial year 2022/2023.**
16. **Annual Adoption of NALC Standing Orders & Financial Regulations for the Year 2022/2023.**
17. **Councillors Code of Conduct** – Councillors to sign to say they continue to abide by the Code of Conduct as set out in 2018.
18. **To nominate & agree the Data Protection Officer for 2022/2023.**
19. **Accounts due for payment** – To receive and approve the accounts due for payment.

Clerks wages £286.00

Clerks expenses (cyan ink cartridge) £9.94
Accounts Fee for end of year accounts £75.00

20. **Planning**
21. **Councillors Grant Received** – Council has been awarded a grant from Cllr Watson and Cllr Hackett totalling £1000 to be used towards a second community defibrillator. Council to agree to the Clerk ordering the same one that was purchased for outside of the community hub.
22. **To Receive Correspondence** – To receive details of correspondence received and sent from 5th April to 17th May 2022 and make decisions on and actions to be taken on matters arising from these.
23. **Parish Clerk's Report** – To receive a Report from the Clerk – for information only.
24. **Any other Business**– With prior permission of the Chairman, to exchange information only on any other subject.
25. **Close**