

# BROOMFIELD PARISH COUNCIL

Clerk to the Parish – Mrs C Sylvester  
Tel: 07392 732283 Email: [clerk@broomfieldparish.com](mailto:clerk@broomfieldparish.com)  
[www.broomfieldparish.com](http://www.broomfieldparish.com)

Thursday, 16<sup>th</sup> May 2024

To: All members of **Broomfield Parish Council**

You are summoned to the AGM of **Broomfield Parish Council** to be held at Broomfield Village Hall on **Wednesday, 22nd May 2024 at 6 pm**, when the following business will be transacted.

Yours faithfully

*Clare Sylvester*

Clare Sylvester  
Clerk to the Parish Council

**6 pm - prior to the start of the meeting**

## **Questions and comments from members of the public**

Members of the public will be permitted to ask questions, raise concerns or make comments on matters affecting Broomfield Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

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## **1. Apologies**

Members will be expected to provide reasons for absence. Members are reminded that absence for 6 consecutive meetings without approval could lead to disqualification.

## **2. Declarations of Interest**

The Code of Conduct requires that Members disclose interests of a personal, prejudicial and pecuniary nature that may be pertinent to tonight's business. A prejudicial or pecuniary interest will require the member to leave the room during the discussion of the relevant item.

In cases of uncertainty members are recommended to consult the Clerk.

## **3. Minutes**

The minutes of the meetings held on the 26th March 2024 have been circulated with the summons to this meeting.

## **4. Elections**

### **4.1 Election of Chair**

### **4.2 Election of Vice Chair**

## **5. Appointments**

### **5.1 Parish Path Liaison Officer**

### **5.2 Village Hall Representative**

### **5.3 Local Community Network Representative**

### **5.4 AONB Representative**

### **5.5 Village Litter Pick Coordinator**

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## 6. Finance

### 6.1 Annual Governance Statement

The Council will consider the Annual Governance Statement

### 6.2 Invoices

The Council will consider the following invoice for payment:

Clear Councils Insurance - £361.79

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Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed, but it would be helpful to let the Clerk know of any plans to film or record so that all necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of the public exercising their right to speak during Public Question Time may be recorded.