

Bradwell with Pattiswick Parish Council

Chairman	Parish Clerk & Responsible Financial Officer:
CLr Tony Dunn Tel: 01376 331409	Mrs Christine Marshall Mill Cottage Church Road Bradwell Braintree Essex CM77 8EP Tel: 07933 306927 E-Mail: clerktohppc@outlook.com

Date Issued: 26th April 2021

Dear Councillor

I hereby give notice that you are summoned to attend the forthcoming virtual **Annual** Parish Council meeting of the Bradwell & Pattiswick Parish Council which will take place via Zoom on-line on **Tuesday 4th May 2021 at 7.00pm** for the purpose of transacting the business shown in the Agenda. The public and press are welcome to be present.

To join the meeting, please use the link below:

<https://us04web.zoom.us/j/76187262979?pwd=Mko4MlV4aTI3WWVlY1hxMVR0cFpNQk09>

Meeting ID: 761 8726 2979

Passcode: vq2xpL

Christine Marshall

Christine Marshall
PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

AGENDA
For the Annual Parish Council meeting of
Bradwell with Pattiswick Parish Council on Tuesday 4th May 2021 at 7.30pm

ITEM	PRESENTER	SUBJECT	STATUS
21/046	Chairman	Welcome and apologies for absence	INFORMATION
21/047	Chairman	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING ONLY Councillors are not permitted to make representation in the Public Forum if they have disclosable 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 with 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
21/048	Chairman	OUTGOING CHAIRMAN'S REPORT	INFORMATION
21/049	Chairman	TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL	DECISION
21/050	Chairman	CHAIRMAN'S DECLARATION OF OFFICE	SIGNATURE
21/051	Chairman	TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL	DECISION
21/052	Vice-Chairman	VICE-CHAIRMAN'S DECLARATION OF OFFICE	SIGNATURE
21/053	Clerk	DECLARATIONS OF ACCEPTANCE OF OFFICE a. To confirm all Members present have signed the form b. To confirm that any Member not present will be able to sign the form outside of this meeting.	SIGNATURES DECISION
21/054	Clerk	REGISTER OF INTERESTS a. To confirm all Members present have checked existing Declarations of Interest forms for any amendments required b. To confirm that any Member not present will be able to complete the Declaration of Interest form outside of this meeting.	INFORMATION INFORMATION
21/055	Clerk	CONSENT FORMS a. To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail. b. To confirm that any Member not present will be able to sign the form outside of this meeting.	INFORMATION INFORMATION
21/056	Clerk	BANK MANDATE a. To confirm bank account. b. To agree removal of ex-Councillor Pritchard from the authorised signatories list and to agree another signatory.	INFORMATION DECISION
21/057	Clerk	ANNUAL RETURN 2020-2021 a. To receive the Annual Return 2020-2021 b. Resolution – To approve the Risk Management Policy and identified risks c. Resolution – To approve the Asset Register at 31/03/2021 d. Resolution - To approve and sign Part 2, Certificate of Exemption, of the Annual Return for 2020-2021 e. Resolution - To approve and sign section 1, the Annual Governance Statement 2020-2021 of the Annual Return	INFORMATION DECISION DECISION ACTION – Chairman/ Clerk ACTION –

			Chairman/Clerk
21/058	Clerk	FINANCE & ANNUAL RETURN f. To receive the annual statement 2018-19 g. To approve the year end bank reconciliation figures h. To confirm the financial year end 2018-19 carried forward figure of £10,533 i. Resolution - To approve and sign the Section 2 Accounting Statement of the Annual Return for 2018-19	INFORMATION ACTION ACTION ACTION – Chairman/Clerk
21/059	Chairman	EMPLOYMENT COMMITTEE a. To elect Employment Committee members b. To elect Employment Committee Chairman	DECISION DECISION
21/060	Chairman	COMMITTEES To agree any other Committees that may be required and to elect members and Chairman.	DECISION
21/061	Chairman	VILLAGE HALL To elect Village Hall Representative.	DECISION
21/062	Chairman	PUBLIC FOOTPATHS To elect Public Footpath's Officer	DECISION
21/063	Chairman	PLAYING FIELDS OFFICER To elect Playing Field's Officer	DECISION
21/064	Chairman	EMERGENCY PLANNING To elect Community Emergency Co-ordinator	DECISION
21/065	Chairman	REPRESENTATIVES To elect representatives for the following external meetings/bodies a. Rural Community Council b. Braintree Association of Local Councils c. Integrated Waste Management Site Liaison Group d. Bradwell Quarry Liaison Committee e. A120 Braintree Community Engagement Forum f. Highways (Local Highways Panel and Highways Agency) g. Transport h. Holy Trinity Church i. Flooding	DECISION
21/066	Clerk	POLICIES & PROCEDURES To agree timetable for review of all policies previously adopted a. Freedom of Information – July 2021 b. (Freedom of Information and) Publication Scheme - July 2021 c. Data Protection – July 2021 d. Retention of Documents and Records – July 2021 e. Standing Orders – January 2022 f. Equality & Diversity – September 2022 g. Illegal encampments – August 2022 h. Risk Management – March 2022 i. Code of Conduct – September 2021 j. Financial Regulations – January 2022 k. Complaints – February 2022 l. Grant Funding Policy – March 2022 m. Training Policy – April 2023 n. Expenses policy for employees and councillors – January 2022 o. Communication – May 2022 p. Community Engagement and Social Media Policy – February 2022 q. Developer Engagement Policy March 2023	DECISION

		<ul style="list-style-type: none"> r. Virtual Meeting Policy – January 2022 (if required) s. Public Participation at Meetings – January 2022 (if required) t. Decision Making during Covid – January 2022 (if required) 	
21/067	Chairman	Annual Meeting closed.	

THIS NOTICE WAS ISSUED on 26th April 2021, by:

Mrs Christine Marshall, Parish Clerk & Responsible Financial Officer,

BRADWELL with PATTISWICK PARISH COUNCIL, Mill Cottage, Church Road, Bradwell, Braintree, CM77 8EP

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