

Bradwell with Pattiswick Parish Council

Chair: Cllr Tony Dunn

Clerk & RFO: Mrs Theresa Trotzer Wilson

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Date Issued: 7 May 2025

Dear Councillor

I hereby give notice that you are summoned to attend the **Annual Parish Council Meeting** of the Bradwell & Pattiswick Parish Council.

This will take place on **Monday 12 May 2025, in the Village Hall, Church Road, Bradwell at 7.30pm**, following the Annual Parish Assembly Meeting, for the purpose of transacting the business shown on the agenda.

The public and press are welcome to be present.

Theresa Trotzer Wilson

Mrs Theresa Trotzer Wilson, Clerk & RFO to Bradwell with Pattiswick Parish Council

AGENDA

For the Annual Parish Council meeting of the Bradwell with Pattiswick Parish Council on Monday 12 May 2025, in Bradwell Village Hall, Church Road, Bradwell at 7.30pm

ITEM	PRESENTER	SUBJECT	STATUS
25-6/020	Chair	ELECTION OF THE CHAIR To receive a report from the Chair of the business conducted by the Parish Council for the past year. Members to receive nominations and to elect a Chair for the Parish Council for the forthcoming year.	DECISION
25-6/021	Chair & Clerk	CHAIR'S DECLARATION OF OFFICE Elected Chair to sign the Chairman's Declaration of Office and the Parish Clerk to counter sign as the Proper Officer of the Council.	SIGNATURES
25-6/022	Chair	ELECTION OF THE VICE-CHAIR To receive nominations and to elect a Vice-Chair for the Parish Council for the forthcoming year.	DECISION
25-6/023	Vice-Chair & Clerk	VICE-CHAIR'S DECLARATION OF OFFICE Elected Vice-Chair to sign the Chairman's Declaration of Office and the Parish Clerk to counter sign as the Proper Officer of the Council.	SIGNATURES
25-6/024	Chair	APOLOGIES FOR ABSENCE To receive and accept any apologies for absence.	INFORMATION
25-6/025	All Members	DECLARATION OF INTERESTS To receive any disclosable 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 by the Parish Council in May 2024.	INFORMATION
25-6/026	Chair	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST <ol style="list-style-type: none"> The Clerk will read out any queries or questions submitted from the press and public under Public Participation on the agenda. All queries or questions must be received by the Clerk at least 24 hours before the meeting takes place. Anything received after that time for inclusion in the meeting will be at the decision of the Chair. Members of the public should be aware that any issues raised may not be commented on or debated by the Parish Council during the meeting. The Chair will indicate if the issue raised will be added to a future agenda or if it will be dealt with by the Clerk. The Council reserves the right to decline any item deemed inappropriate for inclusion in the meeting. The Chair of the meeting will direct whether the item may be included. The agenda will indicate when the public participation takes place. Questions and comments should address the business on the agenda, otherwise, and in most cases, the matter will be carried forward, without discussion, to the next meeting. <p>When submitting a query, the member of the press or public will be required to:</p> <ol style="list-style-type: none"> Provide full name. Confirm whether you are a registered Elector of Bradwell with Pattiswick Parish. If you are not a registered elector, you will need to state the basis on which you are raising the issue. <p>Members of the public can remain to observe the remainder of the meeting except for any closed items.</p>	INFORMATION

25-6/027	Chair	MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 13 MAY 2024 To receive and confirm the minutes of the Annual Parish Council meeting held on 13 May 2024. Minutes to be signed by the Chair.	RESOLUTION / DECISION ACTION
25-6/028	Clerk	REGISTER OF MEMBERS' INTERESTS i. To confirm all Members present have no further amendments to their Declarations of Interest since the last review in December 2023. ii. To confirm that any Member not present will be able to confirm that any amendments are made and their form updated outside of this meeting if required.	DECISION ACTION
25-6/039	Clerk	CONSENT FORMS i. To confirm that Members present are content to receive Summons, Agenda, and all other communications electronically and sign the consent form. ii. To confirm that any Member no present will be able to sign the consent form outside of this meeting.	DECISION / SIGNATURES / ACTION
25-6/030	Clerk	REVIEW OF BANK MANDATE AND SIGNATORIES i. To confirm signatories, following any election changes ii. To confirm Members are content to continue with the Bank Mandate process that any two signatories may approve all outgoing payments or instructions. To agree any changes to signatories following the election of Chair and Vice-Chair. iii. Members to consider moving from Metro Bank to Unity Trust as a dedicated Local Council banking system.	DECISION DECISION / ACTION DECISION
25-6/031	Clerk	ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT 2023/24 & FINANCE i. Clerk to provide an update on the Annual Governance and Accountability Report 2024/25 ii. To approve the year end bank reconciliation figures iii. To confirm the financial year end 2024/25 carried forward figure iv. Resolution to approve the Financial Regulations Policy updated as of 31 March 2025. v. Resolution to approve the Standing Orders updated as of 31 March 2025. vi. Resolution to approve the Code of Conduct updated as at 31 March 2025. vii. Resolution to approve the Fixed Asset Register of 31 March 2025. viii. To confirm that all Members present have read and understood the most recent Code of Conduct adopted in May 2024, reviewed in March 2025.	INFORMATION ACTION ACTION ACTION ACTION ACTION
25-6/032	Chair	COMMITTEES To agree any other Parish Council Committees that may be required and to elect members and Chair.	DISCUSSION / DECISION
25-6/033	Chair	PLAYING FIELD OFFICER To elect a Playing Field Officer	DISCUSSION / DECISION
25-6/034	Chair	VILLAGE HALL REPRESENTATIVE	

		To elect a Village Hall Officer	DISCUSSION / DECISION
25-6/035	Chair	EMERGENCY PLANNING To elect an Emergency Planning Officer	DISCUSSION / DECISION
25-6/036	Chair	FOOTPATH'S OFFICER To review the current arrangements of the Footpath's Officer	DISCUSSION / DECISION
25-6/037		REPRESENTATIVES To elect representatives for the following external meetings/bodies: <ul style="list-style-type: none"> 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 	DISCUSSION / DECISION DECISION DECISION DECISION DECISION DECISION DECISION DECISION
	CHAIR	CONCLUSION OF MEETING	

THIS NOTICE WAS ISSUED on 7 May 2025 by Mrs Theresa Trotzer Wilson, Clerk & RFO Bradwell with Pattiswick Parish Council
Bradwell Village Hall, Church Road, Bradwell, Braintree, CM77 8EP.

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