

BROOME PARISH COUNCIL
Clerk to the Council: – Mrs Beverley. J. Drew
Leywood, 4 Mill Lane, Wolverley, DY11 5TR
01562 850435 – clerk@broomeparishcouncil.gov.uk

Chairman – Cllr. Amanda Allen

To the members of Broome Parish Council:-

You are duly summoned to attend the Annual Meeting of Broome Parish Council to be held on Wednesday 8th May 2024, 7.30pm, Broome Village Hall.

AGENDA

- 1. Election of a Chairman for 2024 – 2025.**
- 2. Election of a Vice-Chairman for 2024 – 2025.**
- 3. Apologies.**
- 4. Declarations of Interest and Dispensations.**
- 5. To consider filling by co-option casual vacancies for a Councillor.**
- 6. Public Question Time.** (The meeting is adjourned for any member of the public to give their views on any agenda item or to raise issues for future consideration at the discretion of the Chairman).
- 7. Minutes of the last meeting held on 31st January 2024.**
- 8. To approve appointment of Lengthsman.**
- 9. To approve appointment of Contractor for Bin Emptying.**
- 10. District / County Councillors Reports.**
- 11. Police Report.**
- 12. Planning Report.** (to consider the spreadsheet and note any applications since the last meeting and appoint Planning sub-committee)
- 13. To re-appoint trustees to Broome United Charities.**
- 14. To appoint representative to Chaddesley Corbett Educational Foundation.**
- 15. To note agreed Code of Conduct.**
- 16. To review the adopted Financial Regulations.**
- 17. To review the adopted Standing Orders.**
- 18. To approve the Risk Register Log 2023 – 2024.**
- 19. To agree Insurance Renewal.**
- 20. To review Internal Audit Report.**

- 21. To review Fixed Assets Register.**
- 22. Financial Matters;**
- a) Adoption of the Accounts and Approval of Annual Return.
To approve the accounts for the year 1st April 2023 – 31st March 2024, firstly (a) the annual governance statement and secondly (b) the annual accounting statements.
 - b) To consider bank reconciliation and bank statements since last meeting.
 - c) To approve schedule of Accounts for Payment.
- 23. Adoption of Biodiversity Policy.**
- 24. Date of Next Meetings** (4th September 2024, 4th December 2024)

**Beverley J Drew
Clerk to Broome Parish Council
30th April 2024**