Broughton Parish Council

NOTICE OF MEETING: Parish Council Meeting
TIME & DATE: 7:00pm, Monday 9th January 2023
VENUE: Village Hall, School Road, Broughton PE28

All members of the Council are hereby summonsed to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Ann Nixon

Ann Nixon, Clerk to the Council
3rd January 2023

Public Participation
This section (at the Chairman's discretion may last up to 15 minutes) is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

AGENDA

1. **To receive and approve apologies for absence**
2. **To receive Disclosable Interests Declarations**

Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. All dispensation requests must be made to the Clerk prior to the meeting.

3. **Comments from members of the public**
4. **Review and approval of minutes of Parish Council Meeting of 7th November 2022**
5. **Cemetery:** to review and approve the new Cemetery Regulations and Schedule of Fees document
6. **Churchyard and Cemetery mowing contracts:** to review and approve the invitation to tender documents for the two mowing contracts
7. **Internal audit:** consider and approve the internal auditor to use
8. **Matters Arising:**
9. **Review BPC policies, excluding risk management and internal controls and also those adopted in September 2022 (Financial Regulations, Standing Orders, Publication Scheme and Code of Conduct):** Agree priorities for review and update of the following policies – Employee related, Archiving, Code of Conduct, Review Process for Amended Plans, Clerk Administrative Procedures, Review Process for Planning Applications, Policy Review, Co-Option, Dispensations (Councillor Interests) and Memorial Approval
10. **Clerk's Report**
    - Receipts since the last meeting
    - Payments made since the last meeting
    - Payments to be approved:
        - Village Hall cleaner's wages November and December
        - Clerk's wages for November and December
        - Pete Upshall village sign repair
    - Balance after payments
11. **Certificate in Local Council Administration (CiLCA):** Approval for Clerk to undertake CILCA, Level 3 foundation qualification (cost £400)
12. **Close of meeting – date of next meeting: Monday 6th March 2023.**