**Parish Council of Broughton**

Chair Person: Mary Bradley

Clerk: Becx Carter, 40 Windebrowe Avenue, Keswick, Cumbria, CA12 4JA

Tel: 077866 78283. Email: [broughtonparishclerk@hotmail.com](mailto:broughtonparishclerk@hotmail.com)

**Agenda for the Annual Council Meeting of Broughton Parish Council Meeting to be held on the 4th May 2021 at 19:00 in the below virtual meeting room to transact the business contained in the below agenda.**

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/146905037>   
  
**You can also dial in using your phone.**  
United Kingdom: [0330 221 0088](tel:+443302210088,,146905037%23)   
  
**Access Code: 146-905-037**  
  
New to GoToMeeting? Get the app now and be ready when your first meeting starts:   
<https://global.gotomeeting.com/install/146905037>

Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc when using this third-party system.

Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Broughton Parish Council accept no responsibility or liability for any charges incurred by any attendee joining this call.



20th April 2021

### Agenda

Dear Councillor. You are summoned to attend the below Annual Council meeting of Broughton Parish Council. If you are unable to attend, please pass your apologies to the clerk in advance of the meeting.

*Note: The meeting may be recorded for the purpose of minute taking and the recording will be disposed of within 24 hours.*

### 78/2021 Election of Chairman

To elect a Chairman for the year 21-22 and receive their declaration of acceptance of office

### 79/2021 Election of a Vice Chair

To elect a Vice-Chair for the year 21-22

### 80/2021 Apologies for absence

To receive and accept apologies and note the reasons for absence

### 82/2021 Requests for dispensations and declaration of interests

#### Request for Dispensation

*The clerk to report any requests received since the previous meeting for dispensations to speak and\or vote on any matter where a member has a disclosable pecuniary interest. To receive declarations by elected and co-opted members of interests in respect of items on this agenda.*

#### Declarations of Interest

*Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council’s Register of Interests.  (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.*

*If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.*

### 83/2021 Minutes of the meeting held 20th April 2020

To authorise the Chairman to sign, as a correct record the minutes of the above meeting.

### 84/2021 Chairmans Announcements

### 85/2021 Public Participation (Max 3 mins per person) Max session length 10mins

*To receive previously notified written public questions- Members of the public who wish to submit written representation are requested to contact the Parish Clerk in writing not later than 17:00 on the Saturday prior to the meeting.*

*Your request must outline the question you will be raising.*

*This is at the Chairman’s discretion and no decisions can be made on items brought to the attention of the Parish Council under this item.*

### 86/2021 Applications for Co-option

To receive applications for co-option for the vacant seat/s on Broughton Parish Council

### 87/2021 Policies

#### To consider the below policies for re-adoption (no changes have been made to those adopted in 2020 these are available on the website if required for reference)

* Health & Safety Policy
* Complaints Procedure
* Financial Regulations
* Freedom of Information Policy
* Publication Scheme
* Asset Register
* Risk Management Policy & Protocol
* Risk Assessment
* GDPR Policy
* Privacy Notice
* Code of Conduct
* Document Retention Policy
* Public Participation at Meetings Policy
* Co-option Policy & Procedure
* Dispensation procedure guide
* Equality & Diversity Policy
* Non-Compliance with the code of conduct

#### To consider the below policies for adoption (these are updated policies)

* Standing orders- *Circulated to all with meeting papers*
* Serious Infectious Disease Policy-*Circulated to all with meeting papers.*

### 88/2020 Planning Applications

A revised list will be circulated at the meeting if required due to timescales.

### 89/2020 Finance, Accounts & Governance

#### Payment of Accounts

An updated list of accounts for payment will be circulated at the meeting.

#### To note the cashbook to-date

#### Approval of Annual Governance Statements of 20/21

#### Approval of Y/E Accounts for 31st March 2021, Variations & Signing of the Annual Governance & Accountability Return Accounting Statements 20/21

#### Acknowledgement of Receipt of Internal Audit Report

### 90/2020 Councillors Matters

An opportunity for Councillors to raise new issues- No decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council

### 91/2020 Date of next meeting

21st June 2021 TBC