

BRAMFORD

PARISH COUNCIL

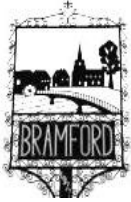


Members of Bramford Parish Council are hereby summoned to attend the Parish Council Meeting to be held on Monday 15th June 2020 at 7.30pm, via video-link, to transact the business as set out below.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends this meeting and objects to being filmed should advise the Clerk to the Council who will request they are not included within the filming.

AGENDA

1.	Opening
2.	Public Forum
3.	To receive the reports from; a. County Councillor John Field b. District Councillor James Caston
4.	Apologies a. Councillors to consider and approve apologies for absence
5.	Declarations of pecuniary and non-pecuniary interests
6.	Dispensations
7.	To consider and approve minutes of the last meetings a. 16 th March b. 20 th April c. 1 st May d. 18 th May
8.	Business remaining from previous minutes – reports only a. Cemetery Matters – awaiting legal advice b. Bus Service c. Land Purchase (Ship Lane) – awaiting legal advice d. Neighbourhood Plan – flyers e. Ship Lane River Bridge – awaiting EA response
9.	Finance a. Monthly Payments – To approve this month's payments b. Annual Audit Return 2019/20 – Councillors to approve Sections 1 and 2 – (i) Annual Governance Statement, (ii) Accounting Statement c. Late Payments – Councillors to investigate reasons for recent late payments to creditors
10.	Statutory Business

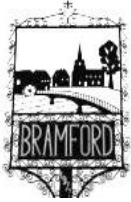


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	<p>a. Financial Regulations 5.6. - For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council. Councillors to consider implementation of Financial Regs. 5.6</p> <p>b. Standing Orders 4d - The Council may appoint standing committees or other committees as may be necessary, and:</p> <ul style="list-style-type: none"> i. shall determine their terms of reference; ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council; iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings; iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee; v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend; vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee; vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee; viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; ix. shall determine if the public may participate at a meeting of a committee; x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee; xi. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and xii. may dissolve a committee or a sub-committee. <p>Councillors to review Standing Order 4d.</p> <p>c. Social Media Policy – Councillors to consider adopting a social media policy</p> <p>d. Lone/Home Working Policy – Councillors to consider adopting a lone/home working policy</p> <p>e. Performance Review – Councillors to consider adopting a performance review policy</p> <p>f. Standing Orders – Councillors to consider annual review</p>
11.	<p>Parish Council Meetings</p> <ul style="list-style-type: none"> a. Councillors to consider process for cessation of online meetings and return to meetings at Parish Room
12.	<p>Parish Council Office Telephone</p> <ul style="list-style-type: none"> a. Councillors to consider the purchase of a new office telephone
13.	<p>Parish Council Website</p>



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	a. Councillors to review the updating of the website in accordance with new Web Content Accessibility Guidelines
14.	Parish Council Trees a. Councillors to consider work to trees in Ship Lane car park and Fraser Road
15.	Bramford Lawn Cemetery a. Councillors to consider applications for memorial benches i. Fiske – Children’s section ii. Williams – top left-hand corner – current burials section
16.	Reports from Committees and Relevant Groups a. Bramford Playing Field Committee b. Loraine Victory Hall Committee c. Bramford Open Spaces Management Committee d. Councillor’s Reports i. To note Councillor activities since last meeting ii. To receive reports on village issues
17.	Items for next meeting
18.	Close of meeting

D. Stroh

Diana Stroh
Proper Officer