

Birdbrook PARISH COUNCIL

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Clerk to the Council
Debbie Hilliard

5 September 2016

TO: THE MEMBERS OF BIRDBROOK PARISH COUNCIL

You are hereby summoned to attend the **MEETING** of the **BIRDBROOK PARISH COUNCIL**, which will be held on **Wednesday 14 September 2016** at the **Community House, The Street, Birdbrook, at 7.30pm**, to transact the business shown in the Agenda below.

Debbie Hilliard
Clerk to the Council

AGENDA

QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive questions from members of the public.

In accordance with the agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2. **OTHER ABSENCES**

To note any absences for which no apology has been received.

3. **CONFIRMATION OF MINUTES**

To agree as a correct record the minutes of the meeting held on Wednesday 11 May 2016 (copies attached).

4. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a "prejudicial interest" (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member's judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

5. **COMMUNICATION AND REPORT OF THE CLERK**

6. **DOCUMENTS ON DEPOSIT**

Meeting: COUNCIL

7. **MEMBERS' REPORTS:-**

- a) Pond
- b) Parks
- c) Chairman's Report
- d) Highways Report

8. **PLANNING**

9. **PROPOSED REFURBISHMENT OF BENCHES AND NOTICEBOARD**

10. **MAINTENANCE ARRANGEMENTS**

(Grass cutting/pest control/litter pick)

Draft letters previously circulated

11. **EMERGENCY PLAN**

To Review and Update (previously circulated)

12. **CIF APPLICATION**

Progress update by Alan Cook

13. **ALLOCATION OF JOBS**

Discussion of individual roles for Parish Councillors

14. **FINANCE**

Financial Report (attached)

Conclusion of audit for 2015/16

15. **EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains exempt pages, to consider the following motion to be proposed by the Vice Chairman:

"That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

16. **CONFIDENTIAL ITEMS**

17. **TIME, DAY AND DATE OF NEXT MEETING**
