

# **B**irdbrook PARISH COUNCIL

Englewood • Dyers End • Stambourne • Essex, C09 4NE

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*Clerk to the Council*  
**Debbie Hilliard**

5 September 2019

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 Tuesday **10 September 2019** at the **Community House, The Street, Birdbrook, at 7.00pm**, 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**  
(a) To agree as a correct record the minutes of the meeting held on Thursday 4 July 2019 (copy attached).  
(b) Matters arising, including Action List (below):-

Minute	Action	Responsibility	Outcome
4/7/19 19/67	Standing Orders – Debbie to bring new version to September meeting.	Clerk	See Agenda item 10 below.
4/7/19 19/73	CIF application – Debbie will speak to EALC and get guidance on the grant.	Clerk	CIF application completed and submitted by Clerk August 2019. Outcome awaited
	Diana Garrod will forward grant information.	BDC Councillor	Received.

**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. REPORT OF DISTRICT COUNCILLOR****6. COMMUNICATION AND REPORT OF THE CLERK****7. DOCUMENTS ON DEPOSIT****8. MEMBERS’ REPORTS:-**

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

**9. PLANNING****10. REVIEW OF KEY DOCUMENTS**

To consider and adopt the updated key documents:-

- Standing Orders
- Financial Regulations
- Policies
  - Budget Virement Policy
  - Co-option Policy
  - Disciplinary Policy
  - Equalities Policy
  - Expenses Policy
  - GDPR
  - Grievance Procedure
  - Health and Safety Policy
  - Record Management Policy
  - Sickness Absence Policy
  - Social Media Policy

**11. BAYTHORNE END DEFIBRILLATOR**

Progress report by Steve Rhenius

**12. VILLAGE SIGN**

Progress report by Alan Cook.

**13. CIF APPLICATION**

Progress report by the Clerk.

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14. **FINANCE**

Financial Report (attached).  
Close of Audit 2018-19.

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**

Tuesday 5 November 2019

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