

BROADWAY PARISH COUNCIL

<https://www.broadwaysomerset-pc.gov.uk/>

Councillors are summoned, and members of the public invited, to attend the Annual Meeting of the Parish Council to be held at 7.00pm on Tuesday 5th May 2026 at Broadway Village Hall.

PUBLIC FORUM

Members of the public may make representations, ask questions or give evidence in respect of any matter on this agenda. A speaker in the Public Forum may only represent their own point of view and shall not speak for more than 3 minutes. The Public Forum shall last not more than 15 minutes and the Chair of the meeting has absolute discretion to request the speaker to stop or adjourn the Public Forum at any time. No decision can be taken on issues raised unless the matter is already an item on the agenda.

AGENDA

1. **Election of the Chair of the Parish Council**
2. **Declaration of Acceptance of Office by the Chair**
3. **Election of the Vice-Chair of the Parish Council**
4. **Attendance and Apologies**
5. **Declarations of Interest / Dispensation Requests**
6. **Approval of Minutes:** To confirm minutes as a true record of the previous meeting.
7. **Planning Matters**
 - a. New Applications: None
 - b. Public Footpaths
 - i. Proposed diversion of footpaths CH 2/6 and CH 2/7
 - c. Updates and Enforcement
8. **Finance**
 - a. Financial report to 30/04/25
 - b. To approve payments requiring authorisation
 - c. To review and agree any updates to existing banking arrangements and mandates
9. **Policy and Document Review and Approvals**
 - a. Standing Orders
 - b. Financial Regulations
 - c. Code of Conduct
 - d. Risk Assessment
 - e. Asset register at 31/3/2026
 - f. Consider policy review schedule
10. **To review the council's insurance arrangements and renewal**
11. **Review and agree councillor responsibilities**
12. **Review and agree any delegation arrangements**
13. **Review membership and subscriptions to outside bodies**
14. **To consider any current maintenance requirements for the village**
15. **Matters for report only**
16. **Items for the next meeting**
17. **Dates and times of meetings for 2026/27**

Exempt Business: The Parish Council proposes that in view of the confidential nature of the business about to be transacted (legal, personal or commercial), the press and public be excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, and they are instructed to withdraw.

18. **To review and agree quotes/suppliers for supply and installation of the village gateway**
19. **To note Clerks completion of CiLCA and salary scale point revision as per contract of employment**
20. **To agree Clerk's annual salary scale point revision as per contract of employment**