

Broadwas & Cotheridge Parish Council
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To Members of Broadwas & Cotheridge Parish Council

January 1st 2022

I hereby give notice of a Parish Council Meeting of Broadwas and Cotheridge Parish Council which will be held on 10th January 2022 at Broadwas Village Hall at 7.30pm

Those in attendance are asked to take into account and act on the following government advice and guidance

Safer Workplace - <https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services>. **This provides the latest government guidance**

Accessibility - At the present time the Parish Council is not able to make arrangements for a hybrid meeting (where members of the public could attend remotely) and it is understood that it is a legal requirement for Councillors to attend in person. The Parish Council is mindful of its duties and responsibilities especially in respect of how Covid may impact on those who are more “vulnerable”, as well as the requirements of the 2010 Disability Act which requires us to consider and make if possible reasonable adjustments to promote inclusion.

Therefore in advance of the meeting the Parish Clerk will have completed a risk assessment of the venue and arrangements so as to ensure appropriate arrangements are in place.

This means

- that all seating arrangements will reflect current guidance in terms of social distancing
- The venue will be well ventilated
- Entry and exit points will be separate and hand sanitizer will be available at the entrance
- Face masks will be required to be worn at all times in the meeting and in the premises.
- Whilst it cannot be a requirement for attendance that members of the public and or Councillors take a Lateral Flow Test prior to attendance, this is strongly advised.
- As there will be limited capacity members of the public are asked to confirm in advance with the Clerk their intention to attend, and if demand for places exceeds supply the Clerk will consider whether the meeting can be safely held

AGENDA

In light of particular circumstances relating to Covid Pandemic and current Government requirements for meetings to be convened in public the agenda for this meeting is shortened to reflect the need to comply with what is legally required and to take into account the need to minimise risk of infection.

1. **Apologies:** To receive and to approve reasons for absence
2. **To formally record Acceptance of Office for all Councillors**
3. **To Elect Chair and Vice-Chair**
4. **Declarations of Interest**
 - I. **Register of Interests:** Councillors are reminded of the need to update their register of interests.
 - II. To declare any **Disclosable Pecuniary Interests** in items on the agenda and their nature.

III. To declare any **Other Disclosable Interests** in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or any other Disclosable Interest which falls within the terms of Section 12 of the Code of Conduct, must leave the room for the relevant items unless a Dispensation has been requested/granted.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

3. **To Consider Written Requests from Councillors for the Council to Grant a Dispensation** (S33 of the Localism Act 2011) – written requests to be with the Clerk at least 4 days in advance.
4. **County & District Councillors Reports**
5. **To agree the Notes of the previous Meetings** held on June 14th, July 12th, September 13th, October 11th, 8th November 2021
6. **Matters arising**
7. **Finance**
 - a) **To Consider the Receipts and Payments received up to the 10th January 2022;**
 - b) **Bank Reconciliation on December 22nd 2021**
 - c) **Budget Report for December 22nd 2021**
 - d) **Budget for 2022/23 and proposed precept**
 - e) **Issuing of tender notice for : 1) Lengthsman's Contract 2. General Maintenance and grounds maintenance.**
8. **Public Question Time.**

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and questions to the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

9. **Correspondence**
10. **Planning notifications, decisions and responses**
11. **AOB**
- 12 **Date of next meeting**

Carole Hirst, Clerk and RFO to Broadwas and Cotheridge Parish Council