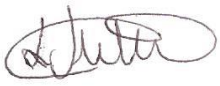
# BOREHAM PARISH COUNCIL

Boreham Parish Office, Main Road, Boreham, CM3 3JD
Phone No: 01245 469941
E-mail: parishclerk@boreham-pc.gov.uk

**7th May 2023**

**To Members of the Parish Council**

You are hereby summoned to attend the Annual Meeting of Boreham Parish Council at **7.30 p.m.** on Monday 12th May 2025 in the Goodwin Room at the Village Hall for the purpose of transacting the following business: (The regular parish council meeting will continue on from this meeting).



…… Mrs L Miller Clerk to the Parish Council

## AGENDA

**Anyone wishing to record either of these meetings should let the Parish Clerk or Chairman know before the meeting commences and you will be shown the designated recording area. Please refer to our Recording of Meeting policy so you are aware of what is and is not permitted. The Clerk will make the only true recording of the meeting and this will put on the website for a short period of time.**

**25/1. To elect a Parish Council Chairman.**

**25/2. To receive the Chairman's Declaration of Acceptance of Office.**

**25/3. To elect a Parish Council Vice-Chairman.**

**25/4. To accept apologies for absence.**

**25/5. To accept Councillors' declarations of interest:**
*All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest.*

**25/6. Public Participation Session (limited to 20 minutes subject to the Chairman's discretion).**

**25/7. To confirm the Minutes of the Parish Council Meeting held on 7th April 2024.**

**25/8. To appoint Members to the following Committees, Sub-Committees and Working Parties and approve or review the Terms of Reference where necessary:**
a) Greens
b) Planning
c) Finance
d) Staffing Sub-Committee
e) Standing Order Sub-Committee
f) Boreham Recreation Ground Charity
g) Neighbourhood Plan
h) Climate Crisis Working Party
i) Boreham Bowling Club Working Party
j) Parish Office Working Party
k) Chantry & Chase Field Sub-Committee

**25/9. To confirm that the Standing Orders and Financial Regulations have been reviewed / adopted as required.**
Both Financial Regulations and Standing Orders were reviewed on 17th March 2025 (Minute Items 25/421 & SO156. There was no amendments made to the Financial Regulations but two minor wording changes to the Standing Orders in Sections 18© & (f) as recommended by the NALC.

**25/10. To appoint / confirm representatives to the following outside organisations, meetings etc.**
a) Association of Chelmsford District Parish Councils
b) Village Hall Management Committee
c) Public Right of Way Representative
d) Public Transport Representatives
e) Twinning Association
f) Emergency Planning Co-ordinator – COVID-19
g) Chelmsford City Council Tree Wardens
h) Butler Educational Trust
i) Police Liaison

j) Chelmsford City Council Parish Council Forum Meetings
k) Bulls Lodge Quarry Liaison Meetings.
l) Parish and Town Council Representatives on Chelmsford City Council Governance Committee
n) Tweedy Almhouses

**25/11. To confirm the Asset Register has been reviewed / updated as required.**
See Asset Register 2025 attached for both Recreation Ground and other areas.

**24/12. To consider payment of annual subscriptions and contributions to the following organisations:**
a) Association of Chelmsford District Parish Councils
b) Essex Association of Local Councils
c) Essex Heritage Trust
d) Rural Community Council of Essex
e) Chelmsford Council for Voluntary Services
f) Council for the Protection of Rural England
g) Chelmer Canal Trust
h Friends of Historic Essex
i) Essex Playing Fields Association

**24/13. To review the Parish Council's Policy and Procedure Documents as follows:**
a) Complaints Procedure
b) Health & Safety Policy
c) Child Protection Policy
d) General Data Protection Regulations
e) Risk Management Policy
f) Media Policy
g) Recording of Meetings Policy
h) BioDiversity Statement

## This will end the Annual Parish Council Meeting

## There will be a short pause before the May Parish Council meeting commences.

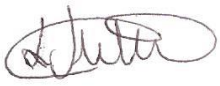
# BOREHAM PARISH COUNCIL

Boreham Parish Office, Main Road, Boreham, CM3 3JD
Phone No: 01245 469941
E-mail: parishclerk@boreham-pc.gov.uk

**7th May 2023**

**To Members of the Parish Council**

You are hereby summoned to attend the Annual Meeting of Boreham Parish Council at **7.30 p.m.** on Monday 12th May 2025 in the Goodwin Room at the Village Hall for the purpose of transacting the following business: (The regular parish council meeting will continue on from this meeting).



…… Mrs L Miller Clerk to the Parish Council

**AGENDA**

**25/14. To receive and consider Councillors' reports and questions as follows:**
- a) City Councillor J Raven.
- b) County Councillor J Spence.
- c) Parish Council's representative on the Village Hall Management Committee.
- d) Public Transport Representative.
- i) Speed Watch Representative.
- j) Climate Crisis Working Party
- k) Butler Trust
- l) Other reports and questions.

**25/15. To receive and consider the following Committee Minutes previously circulated:**
- a) Planning Committee Meeting held on 28th April 2025
- b) Chantry & Chase Field Sub Committee held on 28th April 2025

**25/16. To receive the report of the Clerk on matters not covered elsewhere on the agenda.**

**25/17. Boreham Bowling Club**
City Council seem to be slow at progressing the sale. The property searches have been done.

**25/18. New Parish Office**
Progress update following receipt of approximate cost to extend the Allen Room at the Village Hall and following a meeting held with the Village Hall Management Committee. Further research has also taken place regarding the sewage connection as the Football Club are trying to locate the Sports & Social Club sewage pipes.

**25/20. To approve the council insurance renewal**
We are into the final year of a three year contract with Zurich Municipal. I'm awaiting for this year's premium confirmation and have chased this (last year's cost was £2,397.15).

**25/21. To approve the Internal Auditor for 2025/26**
Heather Heelis is the current Internal Auditor and has carried out the Internal Audit since 2017.

**25/22. Wetpour Quotations for Carousel and Swings at Chase Field**
Awaiting final quotation for approval following on from last months' meeting.

**25/23. To consider and approve the Annual Return**

a) Section 1 – Annual Governance Statement 2024/25
b) Section 2 – Accounting Statements 2024/25

The Internal Auditor will be inspecting the accounts on Tuesday 3rd June 2025 and will sign of the relevant section on the Annual Return. The Annual Return will then be submitted to the External Auditors.

**25/24. Financial Matters:**
- a) To receive budgetary and accounts reports.
- b) To ratify and authorise payments.
- c) To approve the Receipts and Payments Account for the year ended 31 March 2025.

The proposed date and time of the next Parish Council Meeting of Boreham Parish Council is at 7.30pm on Monday 2nd June 2025.