



Broomfield and Kingswood Parish Council

www.broomfieldandkingswoodpc.kentparishes.gov.uk



Public Notice of a Meeting of the Parish Council Parish Council Office Committee (PCOC)

To: Councillors on the Parish Council Office Committee

You are hereby summonsed to attend a Meeting of the Broomfield and Kingswood Parish Council Office Committee to be held at the Village Hall, Gravelly Bottom Road, Kingswood on 7 January 2018 at 7.30pm.

Dated 24 December 2018

Signed: Pam Bower Parish Clerk

A G E N D A

- 1. To receive and approve apologies for absence**
- 2. Councillors Declarations of interest in items on the agenda**
 - 2.1 Lobbying
 - 2.2 Personal Interest
 - 2.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
- 3. Purpose of the Committee**
 - 3.1 To establish the purpose of the Committee
- 4. Terms of Reference**
 - 4.1 To agree terms of reference for the Committee
- 5. How is the outcome to be achieved?**
 - 5.1 To determine the steps that need to be taken to achieve the desired outcome
- 6. Village Survey and/community Meetings**
 - 6.1 To draft a village survey and establish a schedule of community meetings
- 7. Finance**
 - 7.1 To determine any financial requirements
- 8. Any Other Information**
- 9. Items for next meeting**
- 10. Date of next meeting**