



Broomfield and Kingswood Parish Council

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Minutes of the Parish Council Office Committee Meeting

**Minutes of the Meeting of the Parish Council Office Committee held at
20:30 on 07 January 2019 at the Village Hall, Gravelly Bottom Road, Kingswood.**

Present: Cllr Gareth Davies (Chair); Cllr Tom Hoy; Cllr Peter Page; Cllr Mike Darling Cllr
Steve Lakin; Cllr Janet Tandy (6)

Pam Bower – Clerk
Gail Gosden – RFO

There were no members of the public present.

Cllr Darling opened the meeting at 20:45

Min No:		Action:
PCO276	Apologies for absence Cllr Tina Clark – Illness	
PCO277	Councillors Declarations of interest in items on the agenda There were no declarations	
PCO278 278.1	Options to be pursued To receive feedback on the current options and resolve if one should be taken forward – Cllrs were advised that the local business would not be an option for at least another year and must therefore be discounted as an option. Following discussion Councillors resolved that a property in the village should be sourced.	
PCO279	Village Survey To consider a draft village survey – Following discussion Cllrs agreed that the survey should contain some background information followed by questions for residents to answer. There should also be an opportunity for residents to put forward their ideas for a Parish Office. Draft Survey to be emailed to Cllrs for them to make amendments by no later than 14 February.	All Cllrs
PCO280	Finance To determine any financial requirements – Councillors agreed this cannot be addressed at the moment. Councillors were advised that the budget will need to be adjusted regarding any monies that need to be spent in this financial year. Councillors resolved that £2,000 should be put in the budget. RFO to update the budget accordingly	RFO
PCO244	Items for next meeting 1. Draft Survey 2. Potential properties for a Parish Office 3. Finance – indicative costs There being no further business, Cllr Darling closed the meeting at 21:09	Clerk
	Signed _____	