

**BRINDLEY HEATH PARISH COUNCIL
ANNUAL PARISH MEETING AND ANNUAL GENERAL MEETING
ON TUESDAY 17 MAY 2011
AT THE BAPTIST BIBLE COLLEGE,
BRINDLEY HEATH AT 7.30PM**

10 May 2011

To all members of the Council: You are hereby invited to attend the Annual Parish Meeting and Annual General Meeting of Brindley Heath Parish Council for consideration of the items detailed on the following agendas.

To members of the public: You are welcome to attend the meetings and (if you so wish) address the Parish Council during 'Open Forum' on any subject relevant to the Parish

Mrs Trudy Williams
Temporary Clerk

7.15pm ACCEPTANCE OF OFFICE: Members will be asked to sign the Declaration of Acceptance of Office form in the presence of the Parish Clerk before the commencement of the Meeting.

**ANNUAL PARISH MEETING
AGENDA**

1. **APOLOGIES**
2. **CHAIRMAN'S ANNUAL REPORT**
3. **FINANCIAL REPORT**
4. **OPEN FORUM**

The Chairman will invite residents to question the Council on any issue relevant to the Parish

**ANNUAL GENERAL MEETING
AGENDA**

1. **ELECTION OF CHAIR**
2. **TO RECEIVE THE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FORM FROM THE CHAIRMAN**
3. **ELECTION OF VICE CHAIR**

4. **TO RECEIVE APOLOGIES FOR ABSENCE**
5. **TO RECEIVE DECLARATIONS OF INTEREST RELATING TO THE BUSINESS OF THIS MEETING**
6. **CHAIRMAN'S REPORT AND WELCOME TO NEW MEMBERS**
7. **CO-OPTION OF 7th MEMBER TO THE COUNCIL**
8. **TO APPROVE THE MINUTES OF THE ANNUAL MEETING 2010**
9. **APPOINTMENT OF PLANNING COMMITTEE**
To appoint a Planning Committee
10. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
To appoint representatives to the following outside bodies:
Slitting Mill Village Hall
Etching Hill Village Hall
Chetwynd Charity
Etching Hill Charity
Allotments Association
Longdon Cotton Almshouses
Cannock Chase Parish Councils' Association
Staffordshire Parish Councils' Association
11. **TO SET A SCHEDULE OF MEETING DATES FOR THE FORTHCOMING YEAR**
12. **TO AFFIRM THAT THE ROLE OF RESPONSIBLE FINANCE OFFICER WILL BE UNDERTAKEN BY THE CLERK**
13. **TO APPOINT AN INDEPENDANT INTERNAL AUDITOR FOR THE FORTHCOMING YEAR**
14. **TO APPOINT A MEMBER OF THE COUNCIL TO CARRY OUT REGULAR INTERNAL AUDITING OF FINANCIAL RECORDS (AT INTERVALS TO BE DETERMINED)**

T. Williams (Temporary Clerk)
122 Dartmouth Avenue
Cannock
Staffordshire
WS11 1EQ Tel. 01543 503911
Email: clerk@brindleyheath.staffslc.gov.uk