

BRINDLEY HEATH PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 17 MAY 2011 AT THE BAPTIST BIBLE COLLEGE, BRINDLEY HEATH

PRESENT: Parish Councillors: P. Adams (Chairman)
K. Baker
D. Cotton
R. Turville
Mrs. A. Turville

CLERK: Mrs. T. Williams (Acting)

1. ELECTION OF CHAIR

It was proposed by Councillor R. Turville, seconded by Councillor Cotton and unanimously agreed that Councillor Adams be appointed to the position of Chairman.

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office form was signed by the Chairman, Councillor Adams. It was then handed to the Clerk to be placed in Council records.

Before the start of the meeting all members signed their Declaration of Acceptance of Office forms in the presence of the Clerk. These were also submitted for placement in Council records. Councillor Pearson's form had been signed in the presence of the Clerk prior to the meeting.

(Members' Interests forms were required to be submitted to Cannock Chase Council within 28 days of appointment to office).

3. ELECTION OF VICE CHAIRMAN

It was proposed by Councillor R. Turville, seconded by Councillor Mrs. Turville and unanimously agreed that Councillor Baker be appointed to the position of Vice Chairman.

4. APOLOGIES

Apologies were received from Councillor Pearson (who was unable to attend due to Hednesford Town Council's Annual Meeting being held on the same evening).

5. DECLARATIONS OF INTEREST

There were no interests declared.

6. CHAIRMAN'S REPORT AND WELCOME TO NEW MEMBERS

The Chairman welcomed new members to the Council, and wished departing members well for the future. He reported on the events of the previous year (which had been a particularly busy one), and he thanked members for all the work that they had carried out on behalf of the Council.

Initialed by Chairman.....

7. CO-OPTION OF 7TH MEMBER

It was proposed by Councillor Baker, seconded by Councillor R. Turville and unanimously agreed to co-opt Mr. John Wilkes to become the 7th and final Member of the Council.

His Declaration of Acceptance of Office will be completed prior to the next meeting.

8. MINUTES OF PREVIOUS MEETING

The minutes of the Annual Meeting held on 1 June 2010 were approved as a true record.

9. APPOINTMENT OF PLANNING COMMITTEE

It was agreed that the following Members would form this Committee:

D. Cotton
K. Baker
A. Pearson
A. Turville
R. Turville
J. Wilkes

10. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following appointments were agreed:

Slitting Mill Village Hall	A. Pearson
Etching Hill Village Hall	D. Cotton & J. Wilkes
Chetwynd Charity	P. Adams
Etching Hill Charity	P. Adams & J. Wilkes
Allotments Association	D. Cotton & P. Adams
Longdon Cotton Almshouses	K. Baker
Cannock Chase Parish Councils' Association	The Association hasn't met for two years
Staffordshire Parish Councils' Association	K. Baker

11. SCHEDULE OF MEETING DATES

Meeting dates were determined up to the end of December. These are:

5 July 2011
6 September 2011
18 October 2011
6 December 2011

Apologies were made to Councillor Pearson (with reference to 5 July 2011) who had asked that consideration be given to avoiding the setting of dates on the same evenings as Hednesford Town Council meetings.

Meeting dates for 2012 will be considered in September.

12. RESPONSIBLE FINANCE OFFICER

It was agreed that the role of Responsible Finance Officer would be undertaken by the Clerk.

Initialed by Chairman.....

13. INDEPENDENT INTERNAL AUDITOR

It was agreed that Julie Hill be appointed to undertake the Internal Auditing of the accounts for the financial year 2011/12.

14. INTERNAL AUDITING OF FINANCIAL RECORDS

It was agreed that Mrs. A. Turville be appointed to undertake regular internal auditing of financial records at the frequency of every six months (twice yearly).

The meeting was closed by the Chairman at 8.10 pm

Signed.....
Chairman, Mr. P. Adams

Date.....