

BRINDLEY HEATH PARISH COUNCIL
ANNUAL MEETING
ON TUESDAY 31 MAY 2022
AT THE CHURCH OF THE HOLY SPIRIT,
MOUNT ROAD, RUGELEY at 7.30 PM

26 May 2022

Dear Councillor,

The Annual Meeting of Brindley Heath Parish Council will take place on Tuesday 31 May 2022 for consideration of the matters itemised in the following agenda.

Members of the public are welcome to attend the meeting as observers.

AGENDA

- 1. ELECTION OF CHAIR**
- 2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. ELECTION OF VICE CHAIR**
- 4. TO THANK AND RECORD THE PARISH COUNCIL'S APPRECIATION OF THE SERVICES OF THE CHAIRMAN AND VICE CHAIRMAN**
- 5. TO RECEIVE APOLOGIES FOR ABSENCE**
- 6. DECLARATIONS OF INTEREST**

To declare any personal, pecuniary or disclosable pecuniary interests relating to items on this agenda, in accordance with the Council's Code of Conduct. The nature as well as the existence of any such interest must be declared.
- 7. APPOINTMENT OF PLANNING COMMITTEE**

To determine the membership and to elect the Chairman and Vice Chairman of the Planning Committee for 2022-23
- 8. PLANNING COMMITTEE TERMS OF REFERENCE**

To consider, and update, if necessary, the terms of reference for the Council's Planning Committee.
- 9. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To appoint representatives to the following outside bodies:

 - Slitting Mill Village Hall (currently M. Sutherland)
 - Etching Hill Village Hall (currently D. Cotton)
 - Chetwynd's Charity (currently P. Adams)

- Charity for the Recreation Ground for the benefit of the inhabitants of the Ancient Parish of Rugeley and Neighbourhood in the County of Stafford (currently P. Adams & D. Cotton)
- Charity for the Provision of Allotments for the Labouring Poor of the Ancient Parish of Rugeley in the County of Stafford (currently P. Adams & D. Cotton)
- Longdon Cotton Alms-houses (currently P. Adams) *This is a 4-year term to 2024
- Cannock Chase Council's Standards Committee (currently R. Turville)
Confirmed meeting dates of CCDC Standards Committee: Monday 4 July 2022, Monday 10 October 2022, Monday 16 January 2023, Monday 24 April 2023
- Cannock Chase AONB Conference (A. Pearson & Mrs M. A. Turville)

10. MINUTES

- To approve the minutes of the Council meeting held on 29 March 2022.
- To receive the draft minutes of the Planning Committee meeting on 29 March 2022.

11. UPDATES FROM PREVIOUS MINUTES

Any matters not covered elsewhere on the agenda.

12. CHAIRMAN'S REPORT/ANNOUNCEMENTS

13. CORRESPONDENCE

- To receive the following items of post:
Cannock Chase Council's Youth Endeavour Award 2022 (for noting as the nomination close date was 9 May 2022)
- Consultations
Cannock Chase District Council Electoral Review

14. PARISH ISSUES

To discuss parish issues in:

- Chase Side
- Brindley Village
- AONB & Cannock Chase Forest:
 - Temporary Traffic Regulation Order
 - Ironman Staffordshire will take place on 12 June 2022
 - Commonwealth Games' Queens Baton Relay coming to Cannock Chase

15. INVITATIONS TO MEETINGS/EVENTS

To note forthcoming (external) meetings and to nominate members to represent the Parish Council:

No meetings

16. REPORTS ON MEETINGS ATTENDED

To share information on meetings attended

17. COUNCILLOR REPORTS

To receive any reports from Parish, District and County Councillors

18. FINANCIAL MATTERS

- a. To note the financial position of the Council
- b. Annual Governance and Accountability Return 2021-22
 - (i) To receive and note the Annual Internal Audit Report for 2021-22
 - (ii) To approve the Annual Governance Statement 2021-22 (Section 1)
 - (iii) To approve the Accounting Statements 2021-22 (Section 2)
 - (iv) To certify the parish council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller authorities) Regulations 2015 and to complete a Certificate of Exemption notifying the External Auditor
- c. To confirm appointment of a Responsible Finance Officer for the year 2022-23
- d. To confirm appointment of an Independent Internal Auditor for the year 2022-23
- e. To consider and update Financial Regulations and Standing Orders during 2022-23
- f. To authorise cheques for payment (including a quotation for renewal of the Council's insurance cover (from July 2022))
- g. Noticeboard update

19. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA

20. SCHEDULE OF MEETING DATES AND DATE OF NEXT MEETING

The next meeting date is to be determined.

Yours sincerely

Trudy Williams

Trudy Williams
Parish Clerk

Tel. 01543 503911

Email: clerk@brindleyheath.staffslc.gov.uk