

**BRINDLEY HEATH PARISH COUNCIL**  
**ANNUAL MEETING**  
**ON TUESDAY 28 MAY 2024**  
**AT THE WHITE HOUSE, MARQUIS DRIVE,**  
**BRINDLEY HEATH,**  
**at 7.30 PM**

22 May 2024

Dear Councillor,

The Annual Meeting of Brindley Heath Parish Council will take place on Tuesday 28 May 2024 for consideration of the matters itemised in the following agenda.

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

**AGENDA**

- 1. TO APPOINT THE CHAIRMAN FOR THE ENSUING YEAR**
- 2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. TO APPOINT THE VICE CHAIRMAN FOR THE ENSUING YEAR**
- 4. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 5. TO THANK AND RECORD THE PARISH COUNCIL'S APPRECIATION OF THE SERVICES OF THE CHAIRMAN AND VICE CHAIRMAN**
- 6. TO RECEIVE APOLOGIES FOR ABSENCE**
- 7. 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.
- 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 PLANNING COMMITTEE**

To determine the membership and to elect the Chairman and Vice Chairman of the Planning Committee for 2024-25.
- 10. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To appoint representatives to the following outside bodies for 2024-25:

- 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)
- Cannock Chase National Landscape Conference (currently A. Pearson & Mrs M. A. Turville)

**11. MINUTES**

- a. To approve the minutes of the Council meeting held on 26 March 2024.
- b. To receive the draft minutes of the Planning Committee meeting on 26 March 2024.

**12. UPDATES FROM PREVIOUS MINUTES**

Any matters not covered elsewhere on the agenda.

**13. CHAIRMAN'S REPORT/ANNOUNCEMENTS**

**14. CORRESPONDENCE**

- a. To receive the following items of post:
  - Letter from Vibe2ThriveCIC – Young People in Your Area
  - Health & Wellbeing related funding round launched on 29 April 2024
  - Health & Wellbeing Toolkit, a resource for Town & Parish Councils
  - Safety of lithium ion batteries and e-bikes and scooters
- b. Consultations
  - Recommendations for Staffordshire County Council's divisions in Cannock Chase

**15. PARISH ISSUES**

To discuss parish issues in:

- a. Chase Side
  - To consider tree felling on protected SAC and SSSI land
- b. Brindley Village
- c. National Landscapes & Cannock Chase Forest:
  - To receive a report on the Cannock Chase National Landscape's Annual Conference on 25 April 2025
  - Review of Cannock Chase National Landscape Management Plan 2025-30
  - Cannock Chase National Landscape Sustainability Development Fund

**16. PORTRAIT OF KING CHARLES III**

To consider where the portrait of Kings Charles should be located.

**17. INVITATIONS TO MEETINGS/EVENTS**

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

No meetings

**18. REPORTS ON MEETINGS ATTENDED**

To share information on meetings attended

**19. COUNCILLOR REPORTS**

To receive any reports from Parish, District and County Councillors

**20. WEBSITE**

To consider updates needed to the parish council's website.

**21. FINANCIAL MATTERS**

- a. To note the financial position of the Council
- b. Annual Governance and Accountability Return 2023-24
  - (i) To receive and note the Annual Internal Audit Report for 2023-24
  - (ii) To approve the Annual Governance Statement 2023-24 (Section 1)
  - (iii) To approve the Accounting Statements 2023-24 (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 2024-25
- d. To confirm appointment of an Independent Internal Auditor for the year 2024-25
- e. To consider and update Financial Regulations and Standing Orders during 2024-25
- f. To review the Council's Financial Risk Assessment
- g. To authorise cheques for payment (including the Council's insurance cover from July 2024)
- h. Banking update
- i. Noticeboard update
- j. To approve cheques for payment

**22. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA**

**23. SCHEDULE OF MEETING DATES AND DATE OF NEXT MEETING**

To determine the meeting dates for future meetings.

**24. Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

**25. CONFIDENTIAL MINUTES**

To approve the confidential minutes of the Meeting held on 26 March 2024:  
Minute Numbers: 1-46/2023-24, 2-46/2023-24 and 3-46/2023-24.

**26. DRAFT CONTRACT OF EMPLOYMENT**

To consider/approve a draft contract of employment with Clerk's job description.

Yours sincerely

*Trudy Williams*

Trudy Williams  
Parish Clerk

Email: [clerk@brindleyheath.staffslc.gov.uk](mailto:clerk@brindleyheath.staffslc.gov.uk)