

BRINDLEY HEATH PARISH COUNCIL
ANNUAL MEETING
ON TUESDAY 25 MAY 2021
AT THE CHURCH OF THE HOLY SPIRIT,
MOUNT ROAD, RUGELEY at 7.45 PM
(or at the close of the Annual Parish Meeting, if later)

20 May 2021

Dear Councillor,

The Annual Meeting of Brindley Heath Parish Council will take place on Tuesday 25 May 2021 for consideration of the matters itemised in the following agenda.

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

Social distancing requirements must be observed including the wearing of face masks.

AGENDA

1. ELECTION OF CHAIR

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

3. ELECTION OF VICE CHAIR

4. TO RECEIVE APOLOGIES FOR ABSENCE

5. 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.

6. DECLARATION OF ACCEPTANCE OF OFFICE

To note receipt by the parish council of the Declaration of Acceptance of Office from Mrs Shirley Pearson.

7. PLANNING COMMITTEE TERMS OF REFERENCE

To consider the terms of reference for the Council's Planning Committee.

8. APPOINTMENT OF PLANNING COMMITTEE

To determine the membership and to elect the Chairman and Vice Chairman of the Planning Committee for 2021-22

9. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To appoint representatives to the following outside bodies:

Slitting Mill Village Hall (currently A. Pearson)

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 AONB Meetings (A. Pearson & Mrs M. A. Turville)

10. MINUTES

- a. To approve the minutes of the Council meeting held on 6 April 2021.
- b. To approve the minutes of the Council meeting held on 17 May 2021.
- c. To receive the draft minutes of the Planning Committee meeting on 6 April 2021.

11. UPDATES FROM PREVIOUS MINUTES

Any matters not covered elsewhere on the agenda.

12. CHAIRMAN'S REPORT/ANNOUNCEMENTS

13. CORRESPONDENCE

- a. To receive the following items of post:
 - Hednesford in Partnership – Bloomin Cannock Chase
- b. Consultations
 - Extension of Public Space Protection Order (Dog Control) 2018

14. CONTROL OF DOGS

To consider concerns about dogs off their leads on Cannock Chase

15. PARISH ISSUES

To discuss parish issues in:

- a. Chase Side
- b. Brindley Village
- c. AONB & Cannock Chase Forest:
 - Ironman Staffordshire will take place on 18 July 2021.
 - Message from Community Safety Officer, Staffordshire Rescue Service

16. INVITATIONS TO MEETINGS/EVENTS

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

No meetings

17. REPORTS ON MEETINGS ATTENDED

To share information on meetings attended

18. COUNCILLOR REPORTS

To receive any reports from Parish, District and County Councillors

19. FINANCIAL MATTERS

- a. To note the financial position of the Council
- b. Annual Governance and Accountability Return 2020-21
 - (i) To receive and note the Annual Internal Audit Report for 2020-21
 - (ii) To approve the Annual Governance Statement 2020-21 (Section 1)
 - (iii) To approve the Accounting Statements 2020-21 (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 2021-22
- d. To confirm appointment of an Independent Internal Auditor for the year 2021-22
- e. To adopt Financial Regulations and Standing Orders during 2021-22
- f. To authorise cheques for payment (including a quotation for renewal of the Council's insurance cover (from July 2021))

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

21. DATE OF NEXT MEETING

The next meeting will be held on 20 July 2021 at 7.30pm (at the Church of the Holy Spirit, Mount Road, Etching Hill, Rugeley)

Yours sincerely

Trudy Williams

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Parish Clerk

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