

Heath Hayes & Wimblebury Parish Council

**You are hereby summoned to the Annual Meeting of the Parish Council
To be held on Friday 19th May 2023
Commencing at 7.30pm
At Hayes Green Community Centre**

A G E N D A

05/23/14.0 Apologies

To consider and approve the apologies.

05/23/15.0 To Approve the Minutes of the meetings held on the 5th April 2023

Attachment (1)

05/23/16.0 Declarations of Interest Personal and Pecuniary

05/23/17.0 Public Participation

Residents are invited give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chair. Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk at least 8hrs before the meeting. Members of the public may not take part in the Council meeting itself.

05/23/18.0 Chair's Announcements & County Council's update

05/23/19.0 Election of Chair for the 2023/24 Municipal Year

05/23/19.1 Signing of declaration of acceptance of office of Office of Chair.

05/23/20.0 Appointment of Vice Chair for the 2023/24 Municipal Year

05/23/20.1 Signing of declaration of acceptance of office of Vice Chair.

05/23/21.0 To agree Meeting Dates for the 2023/24 Municipal Year

Council to agree Meeting Dates for the 2023/24 Municipal Year. Attachment (2)

05/23/22.0 To agree Committees and Members for the 2023/24 Municipal Year

05/23/22.1 Planning

05/23/22.2 Events, Christmas Lights Youth & Community

05/23/22.3 Open Spaces & Sustainability Issues

05/23/22.4 Audit & Governance

Representatives

05/23/22.5 District Council Standards Sub-Committee

05/23/23.0 Council to review and approve Policies:

05/23/23.1 Financial Regulations

Attachment (3)

05/23/23.2 Standing Orders

Attachment (4)

Clerk: *Mrs L Bowman* Dated: 15th May 2023

Hayes Green Community Centre, Heath Way, Heath Hayes

Phone: 07951409707 Email: clerk@hhandw.org.uk

05/23/23.3	Code of Conduct	Attachment (5)
05/23/23.4	Asset Register	Attachment (6)
05/23/23.5	Financial Risk Assessment	Attachment (7)
05/23/23.6	Health & Safety Policy	Attachment (8)
05/23/23.7	Lone Working Policy	Attachment (9)
05/23/23.8	Privacy Notice for Staff, Councillors & Role Holders	Attachment (10)
05/23/23.9	General Privacy Notice for the Public	Attachment (11)
05/23/23.10	Data Breach Policy	Attachment (12)
05/23/23.11	Co-Option Policy - amended	Attachment (13)
05/23/23.12	Equal Opportunity Policy	Attachment (14)
05/23/23.13	Safeguarding Children & Adults Policy Statement	Attachment (15)
05/23/23.14	Disciplinary Procedure	Attachment (16)

05/23/24.0 Clerks Report

Council to note clerks report & correspondence. Attachment (17)

05/23/25.0 Police Report

Council to note Police Report. Attachment (18)

05/23/26.0 Income & Payments

Council to note payments since the last report that had been authorised by the audit and governance committee and monthly finance report. Attachment (19)

05/23/26.1 Council to note the bank reconciliation.

Reserves Brought Forward 1 st April 2023	£93,614.46
Income	£58,394.22
Payments	£16,205.46
Balance as per bank statement: 30 th April 2023	£135,803.22

05/23/27.0 Annual Governance Statement & Return

Council to note and approve:

05/23/27.1	The Internal Auditor's Report for 2022/23	Attachment (20)
05/23/27.2	To review the Annual Governance Statement as part of the Annual Return 2022/23 Section 1 and consider the responses required.	Attachment (21)
05/23/27.3	To approve the Annual Return for 2022/23 Section 2, Accounting statements 2022/23	Attachment (22)
05/23/27.4	Notice of appointment of date for the exercise of public right accounts for the year ended 31 st March 2023	Attachment (23)
05/23/27.5	Annual Return Bank Reconciliation	Attachment (24)
05/23/27.6	Annual Return significant variance and contact details	Attachment (25)
05/23/27.7	Appointment of Internal Auditor	
	Council to agree Kim Squires as the Council's Internal Auditor for the Financial Year 2023/24	

05/23/28.0 Planning Committee

Council to note the planning applications authorised by the planning committee and decisions received. Attachment (26)

05/23/29.0 Events Committee Meeting

05/23/29.1 Council to approve the minutes from the events committee meeting on Wednesday, 26th April 2023. Attachment (27)

05/23/30.0 Electoral Review Of Cannock Chase District Council: Final Recommendations

The Local Government Boundary Commission for England had published final recommendations setting out new electoral arrangements for Cannock Chase. Attachment (28)

www.lgbce.org.uk/all-reviews/cannock-chase

05/23/31.0 Friends of Chasewater

Council to consider renewing Friends of Chasewater membership.

Attachment (29)

05/23/32.0 Expressions of interest of vacancy

Council to consider the four expressions of Interest applications, for the two vacant seats available in the New Heath Hayes Ward. Attachment (30)

05/23/33.0 Items for Information or Future Agendas

05/23/34.0 Date of Next Meeting - Council Meeting Wednesday, 7th June 2023 at 7.30pm

Clerk: *Mrs L Bowman* Dated: 15th May 2023

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