

Heath Hayes & Wimblebury Parish Council

**You are hereby invited to the Annual Meeting of the Parish Council
To be held on Wednesday 12th May 2021
Commencing at 7.30pm
At Hayes Green Community Centre**

A G E N D A

05/21/17.0 Apologies

To consider and approve the apologies.

05/21/18.0 To Approve the Minutes of the meetings held on the 14th April 2021

Attachment (1)

05/21/19.0 Declarations of Interest

05/21/20.0 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 Chairman. 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.

05/21/21.0 Chairman's Announcements & County Council's update

05/21/22.0 Election of Chairman for the 2021/22 Municipal Year

05/21/22.1 Signing of Declaration of Acceptances of Office of Chair

05/21/23.0 Appointment of Vice Chairman for the 2021/22 Municipal Year

05/21/23.1 Signing of Declaration of Acceptances of Office of Vice Chair

05/21/24.0 To agree Committees and Members for the 2021/22 Municipal Year

05/21/24.1 Planning

05/21/24.2 Youth & Community

05/21/24.3 Sustainability Issues

05/21/24.4 Open Spaces

05/21/24.5 Events & Christmas Lights

05/21/24.6 Audit & Governance

Representatives

05/21/24.7 District Council Standards Sub-Committee

05/21/24.8 Wimblebury Community Association

2020/21 Committee's & Representatives Attachment (2)

05/21/25.0 Council to review and approve Policies:

05/21/25.1	Financial Regulations	Attachment (3)
05/21/25.2	Standing Orders	Attachment (4)
05/21/25.3	Code of Conduct	Attachment (5)
05/21/25.4	Asset Register	Attachment (6)
05/21/25.5	Financial Risk Assessment	Attachment (7)
05/21/25.6	Health & Safety Policy	Attachment (8)
05/21/25.7	Lone Working Policy	Attachment (9)
05/21/25.8	Privacy Notice for Staff, Councillors & Role Holders	Attachment (10)
05/21/25.9	General Privacy Notice for the Public	Attachment (11)
05/21/25.10	Data Breach Policy	Attachment (12)
05/21/25.11	Covid-19 Risk Assessment	Attachment (13)
05/21/25.12	Covid-19 Checklist	Attachment (14)

05/21/26.0 Clerks Report

Council to Note Clerks Report Attachment (15)

05/21/27.0 Police Report

Council to Note Police Report Attachment (16)

05/21/28.0 Income & Payments

05/21/28.1 Council to note payments since the last report that had been authorised by the Audit and governance Committee and Monthly Finance Report. Attachment (17)

05/21/28.2 Council to note the VAT amount reclaimed for 2020/21 Attachment (18)

05/21/28.3 Council to note the Bank Reconciliation.

Reserves Brought Forward 31 st March 2021	£28,411.49
Income	£55,646.21
Payments	£13,375.19
Balance 31 st March 2021	£70,682.51

05/21/29.0 Annual Governance Statement & Return

Council to note and approve:

05/21/29.1	The Internal Auditor's Report for 2020/21	Attachment (19)
05/21/29.2	To review the Annual Governance Statement as part of the Annual Return 2020/21 Section 1 and consider the responses required.	Attachment (20)
05/21/29.3	To approve the Annual Return for 2020/21 Section 2, Accounting statements 2020/21	Attachment (21)
05/21/29.4	Notice of appointment of date for the exercise of public right accounts for the year ended 31 st March 2021	Attachment (22)
05/21/29.5	Annual Return Bank Reconciliation	Attachment (23)
05/21/29.6	Annual Return significant variance and contact details	Attachment (24)
05/21/29.7	Appointment of Internal Auditor	
	Council to agree A Toplis and K Squires as the Council's Internal Auditor for the Financial Year 2021/22	

05/21/30.0 Planning

04/21/30.1 Council to note the Planning Decisions & Applications authorised by the Planning Committee. Attachment (25)

05/21/31.0 Update on land on the old Flaggin Lamb site

05/21/32.0 Council to consider Purchasing at Cannel Mount

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|------------------------------------|-----------------|
| 05/21/32.1 Litter bin | Attachment (26) |
| 05/21/32.2 Dog Waste Bin | Attachment (27) |
| 05/21/32.3 Dog Bag Dispensing Unit | Attachment (28) |

05/21/33.0 Bloomin Cannock Chase Competition 2021

Council to consider entering the Bloomin Cannock Chase Competition and consider possible sites.
Attachment (29)

05/21/34.0 Proposed Base Station Upgrade

Attachment (30)

Council to consider comments.

05/21/35.0 Litter Pickers

Update on the Council's Litter Pick

05/21/36.0 Facebook Live

05/21/37.0 Items for Information or Future Agendas

05/21/38.0 Date of Next Meeting - Annual Council Meeting Wednesday, 23rd June 2021 at 7.30pm

Exclusion of the Public and Press

RESOLVED:

That the public and press be excluded from the meeting due to the confidential nature of the business to be transacted.

Confidential

05/21/39.0 Staffing

05/21/39.1 Update on Gardener/Handyman Position

05/21/40.0 Chairman's Correspondence