



Cheswick Green Parish Council

Mrs. Marie Zizzi  
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**Members of the press and public welcome to attend.**

The Annual Meeting of Cheswick Green Parish Council (CGPC), will be held in the Village Hall on Thursday 19<sup>th</sup> May 2022 at 7pm to transact the business shown on the agenda below.

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend or close associate.

**AGENDA**

1. To elect a Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. Apologies for Absence and to approve, if thought fit, the reasons - if any given, for absence from the meeting.
5. Declarations of Interest.
6. To resolve to delegate authority to the Clerk to grant any necessary Dispensations. Note: - *Dispensations forms in relation to setting the precept and commenting on SMBCs Local Plan/planning applications, have been completed by all members and are approved until 2023 elections.*
7. Public Participation (*15 Minutes*).
8. To resolve to accept the Minutes of the previous meeting held on Wednesday 13<sup>th</sup> April 2022 (*issued to Parish Councillors with the agenda*).
9. To approve in principle the draft Minutes from the 2022 Annual Statutory Parish meeting (*issued to Parish Councillors with the agenda*).
10. To fix the date/time of the next meeting, if thought appropriate to fix dates and times for subsequent meetings, or a regular cycle (*issued to Parish Councillors*).
11. To agree date and time for 2023 Annual Statutory Parish Assembly (*suggested date included on list of meeting dates*).
12. To appoint members to the Staffing Panel.
13. To appoint members to the Recreation Committee.
14. To resolve to accept the Internal Auditors report (*emailed to Parish Councillors 11/05/2022*).
15. To resolve to accept the 'review of internal controls', the 'risk assessment' and the 'asset register' for year ended 31<sup>st</sup> March 2022 (*emailed to Parish Councillors 28/04/2022*).
16. To resolve Section 1 - Annual Governance statement 2021/22 of the Annual Return for year ended 31<sup>st</sup> March 2022 (*AGAR emailed to Parish Councillors 11/05/2022*) Clerk and Chairman to sign.
17. To resolve Section 2 - Accounting Statements 2021/22 of the Annual Return for year ended 31<sup>st</sup> March 2022 (*AGAR emailed to Parish Councillors 11/05/2022*) Chairman to sign.

18. To receive a report on the finances of the Council and to approve any payments made since last meeting and any payments to be made (*issued to Parish Councillors with the agenda*).
19. To appoint a Councillor to verify/check and sign the bank reconciliation as prepared by the Clerk at the end of each quarter of the financial year.
20. To resolve that all members are authorised signatories on CGPCs bank accounts; to confirm level of access members have for the Unity Trust Bank (UTB) account; to resolve to continue with the system that 3 signatories sign cheque payments and one signatory sets up electronic payments for two other signatories to authorise for UTB account.
21. To resolve bank direct debits for BT and the Information Commissioners Office continue.
22. To note CGPCs insurance policy with Zurich is approved until 2025 on a 5-year agreement (*see October/November 2020 minutes*).
23. To resolve to annually renew memberships to WALC and SLCC. To resolve that the clerk may pre-order Charles Arnold-Baker edition 13 from WALC to obtain 20% discount.
24. To resolve that elected members shall, if they wish, receive Members Allowances based on the current rates as set by Solihull MBC.
25. To review the Parish Councils Standing Orders\*, Financial Regulations, procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, and all other procedures and policies (*please find these documents on CGPC website under documents, finances and policies*).
26. To receive any reports or recommendations from the Recreation Committee and to resolve any action to be taken.
27. To discuss having an Electric Charging Point.
28. To consider planning applications (*sent separately by email*) and local development including Cheswick Place and Blythe Valley.
29. To receive any reports from Councillors and/or the Clerk.
30. To receive a report/update from the Queen's Platinum Jubilee Celebrations organising group; to resolve that the Parish Council will provide petty cash of £100 for this event; to review the budget and to agree arrangements for cash taken on the day.
31. Update/report from Village Hall Management Committee.
32. To receive a report/update from Cheswick RA.
33. To discuss issues raised with SMBC.
34. To consider and resolve any action(s) in relation to items of correspondence received (*issued to Parish Councillors*).
35. To discuss and resolve any actions in relation to the ongoing CGPC action list (*issued to Parish Councillors*).
36. Agenda items for next meeting.
37. **To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.**
38. To discuss and resolve any actions regarding any items of correspondence or matters considered confidential.
39. PAYE, payroll and Pension Scheme.

*Marie Zizzi*

Marie Zizzi, Clerk, Cheswick Green Parish Council

Date of issue: Wednesday 11<sup>th</sup> May 2022

**\*NALC have updated Model Standing Order 18 to bring it in line with the procurement position post-Brexit. Also taken out references to the EU. Clerk to amend/update CGPC Standing Orders and other policies asap.**