



Cheswick Green Parish Council

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**Members of the press and public welcome to attend.**

The Annual Meeting of Cheswick Green Parish Council will be held in the Village Hall on **Thursday 9<sup>th</sup> May 2024 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.

The Parish Council would advise members of the public that following agenda item 7, they are not entitled to participate in the meeting.

**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/Dispensations.
6. To resolve to delegate authority to the Clerk to grant any necessary Dispensations. Note:- *Dispensation 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 2027 elections.*
7. Public Participation (15 Minutes).
8. To resolve to accept the Minutes of the previous meeting held on Thursday 11<sup>th</sup> April 2024 (*draft circulated to Parish Councillors with the agenda*).
9. To approve in principle the draft Minutes from the 2024 Annual Statutory Parish meeting (*draft sent to Parish Cllrs 01/05/2024*).
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 (*sent to Parish Cllrs with the agenda*).
11. To agree date and time for 2025 Annual Statutory Parish Assembly (*suggested date included in list of meeting dates*).
12. To resolve that CGPC meets the criteria to use the General Power of Competence (*details of criteria sent to Cllrs by email 01/05/2024*).
13. To appoint members to the Staffing Panel; to agree who will carry out monthly site audits, on which CGPC owned land; to agree who will be responsible for which notice boards; to establish any other Committees/Working Parties the Parish Council wants.
14. To delegate authority for the Clerk to deal with any issues on behalf of the Parish Council in relation to planning applications, orders/purchases/payments, as necessary between meetings, provided matters are communicated with the Chair and Vice Chair.
15. To resolve to accept the 'statement of internal controls and annual review of effectiveness of internal controls' (2 documents sent by email 17/04/2024), the 'risk assessment document' and the 'asset register' for year ended 31<sup>st</sup> March 2024 (*sent by email 01/05/2024*).
16. To receive (*if available before the meeting*) and if appropriate accept the Internal Auditors report.

17. To resolve Section 1 – of the Annual Governance and Accountability (AGAR) Return for year ended 31<sup>st</sup> March 2024 (*sent by email 01/05/2024*).
18. To resolve Section 2 of the Annual Governance and Accountability (AGAR) Return for year ended 31<sup>st</sup> March 2024 (*sent by email 01/05/2024*).
19. 20. 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 (*to follow*).
21. To appoint a Councillor to verify/check and sign the bank reconciliation as prepared by the Clerk, at the end of each month of the financial year.
22. To resolve that all members will be authorised signatories on CGPC bank accounts. To agree level of access members will have for the Unity Trust Bank (UTB) account (VA/VSA). 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.
23. To discuss BT contract.
24. To resolve that direct debits with BT and the Information Commissions Office continue.
25. To note CGPCs insurance policy with Zurich is approved until 2025 on a 5-year agreement (*see October/November 2020 minutes*).
26. To resolve to renew membership to WALC and SLCC.
27. To resolve that elected members shall, if they wish, receive Members Allowances based on the current rates as set by Solihull MBC.
28. 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, all other procedures and policies including the website links notice (*please find these documents on CGPC website under documents, finances and policies*).
29. To consider planning applications (*sent separately by email*) and local development including progress regarding Cheswick Place and Blythe Valley.
30. To discuss regular checks on the defibrillator and who should/will do this.
31. To receive any reports from Councillors and/or the Clerk.
32. Update/report from Village Hall Management Committee.
33. To discuss issues raised with SMBC.
34. To discuss CGPCs Action Plan.
35. To consider and resolve any action(s) in relation to items of correspondence received (*supplementary pages to follow*).
36. To discuss and resolve any actions in relation to the ongoing CGPC action list (*supplementary pages to follow*).
37. Agenda items for next meeting.
38. **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.**
39. To discuss and resolve any actions regarding any items of correspondence or matters considered confidential.
40. PAYE, payroll and Pension Scheme.

*Marie Zizzi*

Marie Zizzi, Clerk, Cheswick Green Parish Council  
Date of issue: Thursday 2<sup>nd</sup> May 2024