



Mrs. Marie Zizzi
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The Annual Meeting of Cheswick Green Parish Council will be held on Wednesday 10th May 2017 at 7:30pm in Cheswick Green Village Hall to transact the business shown on the agenda below.

Date of issue: Wednesday 3rd May 2017

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. Dispensations.
7. Public Participation (*15 Minutes*).
8. To resolve to accept the Minutes of the previous meeting held on Wednesday 12th April 2017 (*issued to Parish Cllrs. with the agenda*).
9. 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 Cllrs. with the agenda*).
10. To agree date and time for 2018 Annual Statutory Parish Assembly (*issued to Parish Cllrs. with the agenda*).
11. To appoint members to the Staffing Panel.
12. To appoint members to the Planning Committee including to retain Mr. Cockroft and Mr. Davidson as co-opted members.
13. To appoint members to the Recreation Committee.
14. To appoint representatives for outside bodies: *SAC; Partnership Forum*;
15. To resolve to accept the 'review of internal controls', the 'risk register' and the 'asset register' for year ended 31st March 2017 (*circulated to members by email 26/4/17*).
16. To review the Parish Council insurance.
17. To resolve Section 1 Annual Governance statement 2016/17 of the Annual Return for year ended 31st March 2017 (*circulated by email 3/5/17*).

18. To resolve Section 2 – Accounting Statements 2016/17 of the Annual Return for year ended 31st March 2017 (*circulated by email 3/5/17*).
19. To resolve to hold an extraordinary meeting to receive the internal auditor report, in order that the 2017 Annual Return can be submitted to Grant Thornton Ltd. as requested by Friday 9th June 2017 (*date and time to be agreed*).
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 (*issued to Parish Cllrs. with the agenda*).
21. To resolve that the existing Standing Order payment to Meadowfields paid monthly in arrears should continue. To resolve that direct debits with BT and the Information Commission continue.
22. To resolve to renew 2017/18 membership to WALC (£596.31 due before 31st May 2017), SLCC (£139 for current year paid March 2017) and Open Spaces (£45 paid Dec 2016).
23. To resolve that elected members shall receive Members Allowances based on the current rates as set by Solihull MBC.
24. To receive year end update in relation to exercise class and current situation (*issued to Parish Cllrs. with the agenda*).
25. To receive year end update in relation to scheme for outside the shops and current situation (*issued to Parish Cllrs. with the agenda*).
26. To review the Parish Councils Code of Conduct, **Standing Orders***, Financial Regulations, Complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and policy for dealing with the press/media.
27. To receive any reports or recommendations from the Recreation Committee and to resolve any action to be taken.
28. To receive any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan and other planning matters.
29. To consider planning applications and local development including progress regarding Mount Dairy Farm and Blythe Valley Park/IM.
30. To discuss PR and how to communicate besides Newsletters.
31. To discuss the Parish Council website.
32. To discuss the War Memorial.
33. To consider and resolve any action(s) in relation to items of correspondence received (*issued to Parish Cllrs. with the agenda*).
34. To discuss and resolve any actions in relation to the ongoing CGPC action list (*issued to Parish Cllrs. with the agenda*).
35. Agenda items for next meeting.
36. **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.**
37. To discuss and resolve any actions regarding any items of correspondence or matters considered confidential.

38. To discuss the way forward in relation to the Village Hall / Village Hall Management Committee.

39. To discuss PAYE, payroll and Pension Scheme.

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***Motions put forward in relation to CGPC Standing Orders by Cllr. Hall for the May 2017 meeting.**

To consider a proposal to amend Section 3w of the Standard Orders from
"A meeting shall not exceed a period of 2 hours and 30 mins."

To read

"A meeting shall not exceed a period of 2 hours."

To add to Section 25

'When meeting with outside organisations/groups/bodies, or individuals, in connection with Parish Council business, there must be at least two members of the Parish Council present before discussions can take place'.