



Lickey & Blackwell Parish Council

Executive Officer:
Mrs. H C Doherty

27 Blackwell Road
Barnt Green
BIRMINGHAM
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12TH May 2015

You are duly required to attend the Annual meeting of Lickey and Blackwell Parish Council on Monday 18th May 2015 at the Trinity Centre, Lickey. If any members are unable to attend, please let the EO know. Before commencing the meeting, a statement of Emergency Procedures and Parish Council etiquette will be read by the EO.

AGENDA

1. Election of Chairman and signing of Declaration of Acceptance of Office

2. Acceptance of Apologies

3. Declarations of Interest

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature. Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- d) To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting

4 Election of Vice-Chairman and completion by all of Declaration of Acceptance of Office

5 Election to Groups and Committees

- 5.1 Planning Committee – head and 2 members required
- 5.2 Finance Group
- 5.3 Highways & Environment Group
- 5.4 Social Services & Communications Group

6 Election of Representatives to other bodies

- 6.1 CPRE: Representative and Deputy
- 6.2 Worcs CALC: Representative and Deputy
- 6.3 High House Wood Management Group
- 6.4 Marlbrook Landfill Site
- 6.5 Cropwood Estates Liaison Group: Representative

The meeting will be adjourned for up to 10 minutes for Public Question-time

7 Reports from outside bodies and District and County Councillors

8 Minutes of the Parish Council Meeting held on Monday 13th April 2015 for approval

9 Finance and General Purposes

- 9.1 To agree the payment of attached Bills
- 9.2 To agree the Bank Reconciliation as at the financial year end (31st March 2015)
- 9.3 To review the draft Annual Return
- 9.4 To review comments from internal auditor
- 9.5 To agree that Cllr Bohem should become the third cheque signatory
- 9.6 To agree to negotiate to continue to use the Parish Office for one day each week for another year
- 9.7 To consider request for grant from Citizens Advice Bureau

10 Review of Council policies and documents

- 10.1 To approve Standing Orders (as amended and adopted 6th October 2014)
- 10.2 To approve Financial Regulations (as amended and adopted 7th July 2014)
- 10.3 To approve Risk Assessment (as amended and approved 6th October 2014)
- 10.4 To agree to review and formally adopt Complaints Policy
- 10.5 To agree to review and formally adopt Freedom of Information policy
- 10.6 To agree to review and formally adopt a Publication Scheme

Please note that 10.4, 10.5 and 10.6 will need to be adopted and available on the PC website as part of qualification for the Foundation level of the revised Quality Scheme

11 Planning Committee

- 11.1 To approve the minutes of the Planning Committee meetings held on 22nd April and 5th May 2015

12 Highways and Environment

- 12.1 To agree to replace benches in the play area, and decide which supplier and quotation to accept
Cyan – 2 x 1.8m park bench (supplier to Lickey Hills Country Park) including fixtures and delivery £655.82 net plus fitting or
Railway sleeper seats - £263.50 net for 2 including fitting (or £176 for 1)

13. Communications & Social Services Report

- 13.1 Report provided by Cllr King to include June newsletter dates

14 Training Matters and Diary Dates

- 14.1 To agree any training requirements including for Chairmanship
- 14.2 Parish Conference, County Hall Thursday 4th June, 5.30pm Market Place and 6.30pm conference start – agenda in CALC update

15 Administration

- 15.1 Please advise EO if you require paper copies of any documents or would like to provide mobile to allow for text reminders etc

16 Correspondence

17 Dates of next meeting Parish Council Meeting Monday 1st June 2015 at 7.30pm at the Wheel, Blackwell.

PLEASE NOTE THAT PARISH COUNCIL MINUTES ARE AVAILABLE FOR INSPECTION ON THE COUNCILS WEBSITE OR FROM THE EXECUTIVE OFFICER

(sgd) Executive Officer