



# Barnt Green Parish Council



**MEETING MONDAY MAY 28th 2012 at 7.00pm  
at the Parish Office, Hewell Road, Barnt Green**

## **AGENDA**

1. **Appointment of Chairman** – to appoint a Chairman for the year and to receive the Declaration of Acceptance of Office ***Decision required***
2. **Apologies** – to consider the acceptance of apologies for absence ***Decision required***
3. **Election of Vice Chairman** ***Decision required***
4. **Declarations of Interest**
  - (a) To note the requirement to keep the Register of Interests updated
  - (b) To declare personal interests including the nature thereof and prejudicial interests (Councillors declaring prejudicial interests must leave the room for the relevant item)
5. **To note the Code of Conduct**
6. **To consider the council's Scheme of Delegation and working groups. Current groups are:**
  - a) Staffing Committee
  - b) Planning & Conservation Group
  - c) Executive Officer's Finance Support Group
  - d) Highways & Lighting Group
  - e) Youth Group
  - f) Environment Group
  - g) Village Watch Group
  - h) Health & Safety Group
  - i) Communications Group
7. **To review the council's Financial Regulations, Risk Assessment and insurance requirements.**  
The council may wish to delegate this to the Finance Support Group to investigate and report back as appropriate.
8. **To nominate two councillors to the Worcestershire CALC Area Meeting**
9. **Minutes of Last Meeting** - approval of minutes of the Meeting held on 30<sup>th</sup> April 2012.

***Decision required***

To adjourn the meeting to allow electors the opportunity to question the Council on matters on the agenda or suggest items for future agendas.  
*Members of the public may not take part in the meeting itself.*

10. **District Councillors' and County Councillor's Question and Answer Session**
11. **Infrastructure**  
To receive reports from the working groups:
  - Planning & Conservation
  - Highways & Lighting
  - Environment



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## 12 Community

To receive reports from the working groups:

- Village Watch
- Health & Safety
- Communication

## 13 Governance

To receive reports from the following groups:

- Administration
- Finance

(a) To receive the report of the RFO on payments, receipts and approve bills for payment

**Decision required**

(b) To note that the Internal Audit has been carried out and the Annual Return will be forwarded to the External Auditor appointed by the Audit Commission.

(c) To decide whether Basic Allowance should be paid to councillors for the year 2012-13 and if so, at what level; to decide whether to pay a Chairman's Allowance for the year 2012-13 and if so at what level.

**Decision required**

(d) To confirm the substitution of Paul MacLachlan for Roger Westbury as the main contact for the Council's bankers – Unity Trust Bank and Lloyds TSB. To confirm the addition of Doreen Hawkley as a signatory to the Council's bank accounts.

(e) To note the proposed appointment of Grant Thornton as external auditor of small bodies in Worcestershire w.e.f. 1 September 2012. Grant Thornton's proposed fees are £100 cheaper than Clement Keys, the current external auditor.

Youth Group

School Governor

WCALC/NALC

CPRE

14. **Urgent Decisions** - to report any decisions taken as urgent business since the last meeting

15. **Correspondence Received** - to receive a report on correspondence received since the last meeting not referred to elsewhere in the agenda

16. **Future Agenda Items** - to suggest items for future agendas.

17. **Date and Venue of Next Meeting** – Monday June 25th at 7.00pm is proposed.

Dated 21st of May 2012

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Roger Westbury, executive officer  
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