

Bournheath Parish Council

Correspondence to:

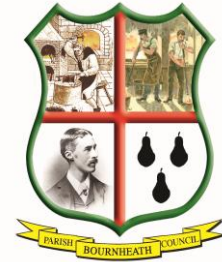
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NOTICE OF MEETING

Members of Bournheath Parish Council are duly required to attend the
Annual Parish Council meeting to start after the Annual Parish Meeting
on Wednesday 28th May 2014 starting at 7pm

At Bournheath Village Community Centre, Claypit Lane B61 9LA

The meeting is open to all members of the public and the press. Residents of Bournheath civil parish are invited to attend and can address the meeting if required during agenda item 5

AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies:** To receive apologies from members who cannot attend this meeting
4. **Declaration of Interests:** With reference to items on the agenda, members are reminded of their obligation to declare any interests as defined in the Members' Code of Conduct and to update their entry in the Register of Interests if necessary
5. **Public Participation / Question Time:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this Agenda or raise issues for future consideration. (Time allowed up to 15 min)
6. **To confirm** the accuracy of the minutes of the parish council meeting held 29/04/2014
7. **Annual Business as per Standing Order 5 :**
 - a. Review of delegation arrangements to staff, scheme attached;
 - b. Review and adoption of appropriate standing orders and financial regulations;
 - c. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - d. Review of representation on or work with external bodies and arrangements for reporting back (Bournheath Village Community Centre, Wildmoor Residents Group, Bromsgrove Area Committee Worcestershire CALC)
 - e. Review of inventory of land and assets including property and office equipment;
 - f. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - g. Review of the council's and/or staff subscriptions to other bodies (Worcestershire County Association of Local Councils Society of Local Council Clerks);
 - h. Review of the council's complaints procedure, copy attached;
 - i. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (two separate policies, copies attached);
 - j. Review of the council's policy for dealing with the press/media, copy attached; and
 - k. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

8. **Chairman's Report**
9. **Progress Reports** relating to ongoing matters and to answer any queries, to include: Ballast Phoenix permit application to Environment Agency for use of Veolia Sandy Lane quarry (adjacent to landfill site) as incinerator bottom ash plant – public consultation closes 5/6/14; new website www.bournheath-pc.gov.uk; Parish Lengthsman; Annual Newsletter; poppy seeds Broadband connections; parish councillor allowances
Items of correspondence will be listed and available to view.
10. **Wildmoor Report**
11. **Bournheath Village Community Centre Report**
12. **Planning:** plans, if any, to be seen via projector at the meeting and to be updated on any relevant plans and planning matters
13. **Environmental improvements**
To agree purchase of bulbs and allot sites for bulb planting later this year
14. **To consider the following purchases**
 - a) Worcestershire Flag - from £36 for a 3ft flag
 - b) Community defibrillator – from £1,750 + cabinet
15. **To consider future use of the public telephone box, Dodford Road**
16. **Invitation to attend a day's training on parish council finances, 19/06/2014**
17. **Finance:**
 - a) To be advised of current financial situation (information attached)
 - b) To agree payments as per schedule
18. **Items for next agenda:** members' opportunity to mention items for consideration next time
19. **Date, time and venue of next Parish Council meeting:** as arranged

Gill Lungley, MILCM, 21st May 2014
Clerk to Bournheath Parish Council