

# *Frankley Parish Council*

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Council which will be held on **Thursday 13 May 2021** at **1900 hours** to transact the business shown on the Agenda below.

This meeting is open to members of the public and the press at 1930.

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Cllr N Bailey  
Clerk to the Council

## **AGENDA**

### **1. Election of Chair**

- To elect the Chairman for the forthcoming year.
- The Chairman to sign the Declaration of Office Form.
- Councillors to sign Declaration of Acceptance of Office Form.
- Councillors to complete nil return expenses form.

### **2. Welcome, Introductions and Approval of Previous Minutes**

The Chair to welcome those present. Previous minutes to be checked / amended and approved.

### **3. Apologies for Absence**

To note apologies from Councillors absent from the meeting.

### **4. Declarations of Interest**

To sign off declarations of interest.

Members are reminded that the Council's Code of Conduct requires that any Member, having a Pecuniary or a Non-pecuniary interest in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed. If a Member declares a non-pecuniary interest then that Member may remain in the meeting, take part in the discussion and vote on the matter.

If a Member declares a pecuniary interest then he/she must not take part in any discussion of the matter at the meeting and must NOT vote on the matter. Members need not withdraw from the meeting but any participation by the Member at the meeting in respect of the matter in which they have a pecuniary interest is a criminal offence for which the Member may be prosecuted as well as referred to the City Council's Standards Committee.

### **5. Public Session**

Members of the public have the opportunity to address the council on matters of local interest during the first fifteen minutes of the meeting.

Where a Member has a pecuniary interest in the business of the Council that Member must declare that interest but may speak at the meeting for the purpose of making representations, answering questions, or giving evidence relating to the business providing the public are also permitted to attend the meeting for the same purpose. Any representations relating to the business contained on the agenda in which a member has a pecuniary interest or members of the public wish to speak on, should be made at this point of the meeting.

### **6. Maintenance Contracts**

Signed contract required from Lengthsman and a copy of insurance.  
Maintenance of bus shelters, bench, notice board and grit / bins.

**7. Budget Details**

Approve the reconciliation spreadsheet against the closing bank balance at 31 March 2021.

To discuss the financial forecast for 2021/2022.

Data Protection Officer.

**8. Standing Orders**

To consider the need for additional Standing Orders, or amendments to existing ones.

**9. Banking Arrangements**

To agree the banking arrangements for the year and to agree any changes to the nominated signatories.

**10. Asset Register and Risk Register**

To note the Asset Register dated 31 March 2021.

To approve the Risk Register dated 1 April 2021.

**11. Model Code of Conduct**

To read the Model Code of Conduct.

**12. Insurance Cover**

- To note the extant/proposed insurance cover and decide whether it is adequate.
- To agree the payment of the Insurance Premium.

**13. Any Other Business**

**Distribution:**

Karen May

Margaret Sherrey

John Gwinnett (Chairman)

Nancy Bailey (Acting Clerk & Councillor)

Jane Jarrard (Councillor)

Pamela Morgan (Councillor)

Phil Smith (Councillor)

**Dates for future meetings:**

Thursday 15 April 2021

Thursday 13 May 2021 (AGM)

Thursday 15 July 2021

Thursday 14 October 2021

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**NOTE.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.