Bournheath Parish Council

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NOTICE OF ANNUAL PARISH COUNCIL MEETING

Members of Bournheath Parish Council are duly required to attend the
Annual Parish Council meeting on Wednesday 27th May 2020 to be held virtually by zoom.com (due to the COVID 19 Lockdown) starting at 7.30pm prompt
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 item 5
A link to the meeting can be obtained from the Clerk

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.
   (Total time allowed up to 15 min)
6. **The County and District ward members reports**
7. **To confirm** the accuracy of the minutes of the parish council meeting held 11/03/2020
8. **Annual Business as per Standing Order 5 :**

a. Review of delegation arrangements to staff;
b. Review and adoption of appropriate standing orders;
c. Review and adoption of financial regulations;
d. Review of representation on or work with external bodies and reporting arrangements:
   - Bournheath Village Community Centre: 1 representative
   - Wildmoor Residents Association: 1 representative
   - Bromsgrove Area Committee Worcestershire CALC: 2 representatives
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 (Worcs County Association of Local Councils; Society of Local Council Clerks);
h. Review of the council's complaints procedure;
i. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 2018 (two separate policies) and General Data Protection Regulation;
j. Review of the council's policy for dealing with the press/media; 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.

l. Review of the council's Risk Assessment, amended to include COVID 19 risk to Lengthsman

9. **Chairman's Report**

10. **Progress Reports from the Clerk**
Items of correspondence will be listed and available to view

11. **Wildmoor Residents Association Report**
12. **Neighbourhood Watch Report**
13. **Bournheath Village Community Centre Report**

14. **Planning**:
    a) Members are to comment on any applications notified since last meeting
    b) To be updated on any relevant plans and planning matters

15. **Finance:**
    a) To be advised of current financial situation
    b) To receive the report of the independent Internal Auditor and
    c) Agree Independent Internal Auditor appointment for 2020/21
    d) To note the end-of-year procedure and audit arrangements
        I. To agree the Section 1 Annual Governance Statements
        II. To agree the Section 2 Accounting Statements 2019/2010
        III. To agree the dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return (proposed Monday 29th June 2020 to Friday 7th August 2020)
    e) To agree and sign the Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
    f) To agree insurance cover for 2020/2021
    g) To agree Grass Cutter's and Lengthsman's rates of pay for 2020/2021
    h) To agree payments as per schedule
    i) To review and agree the Grants and Donations Policy
    j) To consider the donation to Catshill Foodbank

16. **Items for next agenda:** members' opportunity to mention items for consideration next time

17. **Date, time and venue of next Parish Council meeting: TBC**

Angela Barnes, 20th May 2020
Clerk to Bournheath Parish Council

Circulation list:
- Parish Councillors Andrew Hewston (Chairman), Louise Colley, Sara Ffoulkes, Matthew Guest, Karen May, Peter Trueman, Steve Westwood
- District Councillors (Belbroughton & Romsley) Karen May, Margaret Sherrey
- County Councillor (Woodvale division) Shirley Webb
- Parish Paths Warden vacancy & Neighbourhood Watch representative Matthew Guest

Items provided to members via email:
- Standing Orders
- Financial Regulations
- Draft minutes of parish council meeting held 11/03/2020
- County Councillor's (annual) report for May 2020
- Insurance quotation;
- Delegation Arrangements, Complaints Policy, Press and Media Policy, Risk Assessment
- Independent Internal Auditor's report, May 2020
- Grants and Donations Policy