

Broadwas & Cotheridge Parish Council

Clerk to the Council: Mrs Carole Hirst, 1a Church Walk, Stourport on Severn, Worcestershire.

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To Members of Broadwas & Cotheridge Parish Council, members of the public and press are invited to attend the **Annual Meeting of Broadwas & Cotheridge Parish Council** following the Annual Parish Meeting on Monday May 13th, 2019 at **Broadwas Village Hall.**

Agenda

- 1. Election of Chairman** and signing of declaration of acceptance of office.
- 2. To consider apologies and to approve reasons for absence**
- 3. Election of vice Chair.**
- 4. Declarations of Interest**
 - a) Register of Interests Councillors are reminded of the need to update their register of interests
 - b) To declare any Personal Interests in items on the agenda and their nature
 - c) To declare any prejudicial interests in items on the agenda and their nature. (Councillors with prejudicial interests must leave the room for the relevant items)
 - d) Written requests for the council to grant dispensation (S33 of the Localism Act 2011) are to be with the clerk at least 4 working days prior to a meeting.
- 5. To note the Standing Orders, Financial Regulations, Risk Assessment and Asset Register and to consider their review (circulated by email).**
- 6. To note the code of conduct (circulated by email)**
- 7. To approve the minutes of the previous Annual Meeting held on May 7th 2018.**

To Approve the Minutes of the meeting of the Ordinary Parish Council of the 8th April 2019.
- 8. Matters Arising from the Minutes of the meeting of the 8th April 2019.**
- 9. To consider the Council's Scheme of delegation and to appoint members/individuals to the following:**
 1. Planning committee
 2. Risk management committee/requirements
 3. Berryfield committee
 4. Public Land Officer
 5. Parish Path warden
 6. Village Hall representative
 7. Lengthsman
 8. Internal auditor
 9. Data Protection
 10. Councils financial regulations including online banking

11. Council's insurance requirements

12. website management

10. Finance.

- a. Audited accounts & Annual Return: 31st March 2019
- b. Proposal to consider Section 1: Annual governance statement (attached)
- c. Proposal to consider Section 2: Accounting statements (attached) *Accounts & Audit regulations 2015*
- d. Consider Internal auditor's report & recommendations (attached)
- e. Current Balances
- f. Budget Review: 31 March 2019
- g. Approve attached list of due payments and receipts from 8th Apr to 13th May 19.

11. Correspondence.

12. Planning.

13. Date of next meeting – Tuesday 10th June 2018.

Carole Hirst
Clerk to Broadwas & Cotheridge Parish Council