



## **BROWN EDGE PARISH COUNCIL Annual Meeting Agenda**

**Councillors: You are hereby summoned to attend the Parish Council meeting on  
Wednesday 31st May 2023 at 7.00pm  
at Brown Edge Village Hall  
for the purpose of transacting the following business:**

**Members of the public wishing to address the Council are welcome to attend or correspondence can be posted or emailed to the Clerk at the address above.**

Signed *D Wheat* Parish Clerk on 23rd May 2023

**1. Welcome and Introductions:**

The Chairman to welcome the new Council and members of the public present.

**2. Election of the Chairman:**

To elect the Chairman for the forthcoming year. The new Chairman should sign the Declaration of Office form.

**3. Election of the Vice Chairman:** The new Vice-Chairman should sign the Declaration of Office form.

**4. Declaration of Interests:**

**5. Apologies:**

**6. To note the minutes of the May 2022 Annual Meeting to be a correct record.**

**7. Attendance Report**

(Appendix 1)

**8. Formation of Committees and Working Groups:**

To note Working Groups and Committees and their duties.

**a) Neighbourhood Plan Committee**

**b) HR and Finance Committee**

**c) Maintenance of Assets Committee**

**d) New Projects Committee**

**9. Maintenance Contract:**

To note the following contract: Open Spaces/Cemetery Maintenance  
Defibrillator Maintenance and Vehicle Activated Sign Maintenance

(Appendix 2)

**10. Employee Salary and Expenses:**

To note the 2022/2023 NALC/SLCC agreed pay rates for part time Clerks.  
To note the Clerk and Cemetery Recorder salaries and level of expenses.

(Appendix 3)

**11. Chairman's Allowance:** To decide on the level of Chairman's Expenses if applicable.

**12. Playing Field:** To decide on the terms for the hire of the Playing Field.

**13. Cemetery Fees:**

- a) To decide on the level of fees applicable to the Cemetery. (Appendix 4)
- b) To review the Bench Policy (Appendix 5)

**14. Asset Register:** To note the Asset Register dated (1st May 2023) and to agree the revised means of valuation. (Appendix 6)

**15. Risk Register:** To approve the Risk Register dated (1st May 2023) (Appendix 7)

**16. Financial Regulations:** To note the Financial Regulations dated (1<sup>st</sup> May 2021) [see governing documents on the website](#)

**17. Banking Arrangements:**

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

**18. Insurance Cover:**

To note the proposed insurance cover and decide whether it is adequate. (Appendix 8)  
To agree the payment of the Insurance premium.

**19. Accounts for 2022/2023 for year ending 31st March 2023.** To receive a report from the Clerk. (Appendix 9)

**20. Appointment of Internal Auditor:** To appoint an Internal Auditor for the year and agree the level of remuneration.

**21. Budget Details for Financial Year 2023/2024** (Appendix 10)

To note the agreed Budget for the forthcoming year.

**22. Standing Orders:** To consider the need for additions or amendments to: [see governing documents on the website](#)

- a) Standing Orders
- b) Code of Conduct
- c) Transparency Code
- d) Media Policy
- e) Social Media Policy
- f) Death of a Senior Figure Policy

**23. Review of the Council's Subscription to other bodies:**

- a) Staffordshire Parish Councils Association (SPCA)
- b) Information Commissioners Office (ICO)
- c) Local Councils Award Scheme membership (LCAS)
- d) National Allotment and Gardeners Association

**24. Councils Complaints Procedure:**

**25. Determine the dates and time** of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.

**26. Review of the Agenda format** for all meetings.

**End of Annual Meeting**