



TANWORTH-IN-ARDEN PARISH COUNCIL

Earlswood Village Hall

Shutt Lane

Earlswood

Solihull B94 6BZ

Tel/Fax: 01564 703200

e-mail: office@tanworth-pc.org.uk

Annual General Meeting

To All Members of the Parish Council

You are summoned to attend the Annual Meeting of the Parish Council

Julie White, Clerk to the Parish

Date: Thursday 23rd May 2019

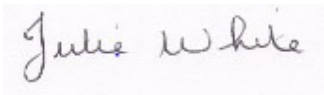
Place: Tanworth Village Hall

Time: 7.30pm

AGENDA

- 1. Election of Chairman**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Election of Vice-Chairman**
- 4. To receive the Vice-Chairman's Declaration of Acceptance of Office**
- 5. Apologies for Absence**
- 6. Declarations of Personal or Prejudicial Interest**
Members are asked to declare personal or prejudicial interests in any items on the agenda. Members are reminded that the Code of Conduct adopted by the council on 19th January 2012 in accordance with the Localism Act 2011 provides that should they have a prejudicial interest in any matter under discussion they should withdraw from the room and not seek improperly to influence a decision about this matter
- 7. To receive the Minutes of the Annual General Meeting of 17th May 2018**
- 8. To receive the End of Year Monitoring Report and Bank Reconciliation**
- 9. To appoint Committee Members and Tree Officer(s)**
- 10. To agree cheque/bank signatories and sign appropriate bank mandate**
- 11. To review all Councillors' financial and other Interests ensuring they are up to date.**
- 12. To receive a report on the capital assets/asset register and liabilities vested in the Council**
- 13. To review the risk assessment register**

14. To review the Standing Orders
15. To review the Financial Regulations
16. To consider the payment of any subscriptions falling to be paid annually
17. To confirm the Power of Competence
18. To review the direct debit arrangements and to agree as appropriate their continuance, namely:
 - BT
 - Direct Copiers
 - Fortress
 - PlusNet
 - Eon
 - Cascade
19. To inspect any deeds and trust instruments in the custody of the Council
20. To review current office policies (below) and consider any further policies to adopt
 - Management of Sickness/Absence Policy
 - Recruitment and Selection Policy
 - Health and Safety
 - IT/Telephone/Photocopier
21. To review dispensation procedure
22. To agree dates and venue for Council meetings for the rest of the year

A handwritten signature in cursive script that reads "Julie White". The signature is written in dark ink on a light-colored background.

Julie White
Clerk to the Parish
16th May 2019