

BRERETON AND RAVENHILL PARISH COUNCIL

**DISTRICT OF CANNOCK CHASE
COUNTY OF STAFFORDSHIRE**

Chairman: Councillor PA Fisher
55 Birch Lane
Brereton
Rugeley
WS15 1EJ

Mr. PG Davies, ACIS, DMA [Parish Clerk]
37 Leofric Close
Kings Bromley
Burton-on-Trent
DE13 7JP
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[Please reply to the Clerk]

Date: 25th April 2017

Dear Councillor

Annual Parish Council Meeting

You are requested to attend the Annual Parish Council meeting to be held at the Parish Hall, Ravenhill Park, Brereton, on **Tuesday, 2nd May 2017**, at **7.30 p.m.**

Yours faithfully

PG Davies
Parish Clerk

To: All Members of the Parish Council

A G E N D A

1. Appointment of Chairman
2. Declarations of Interest
3. Apologies
4. Appointment of Vice-Chairman
5. Minutes

To approve, as a correct record, the attached minutes of the meeting held on 4th April 2017.

6. Police Matters
7. Matters arising from the minutes
8. Correspondence
9. Oak Tree Farm

To consider the attached copy letter from Amanda Milling, MP.

10. Annual Audit Return 2016 – 2017

To approve the attached Annual Audit Return.

11. Brereton Library

To consider the attached response from County Councillor Gill Heath

12. Risk Register

To consider and approve the attached Risk Register.

13. Standing Orders and Financial Regulations

To review and approve the Parish Council's Standing Orders and Financial Regulations, copies of which have been previously circulated to all Members.

14. Terms of Reference of Committees

To consider and approve the attached Terms of Reference of Committees.






15. Appointment of Members to Committees

To appoint Members to serve on the following Committees for the ensuing year:-

-  Planning Committee
-  Parish Hall Management Committee
-  Finance and Management Committee
-  Neighbourhood Development Plan Steering Committee

16. Appointment of Members to Serve on Outside Bodies and Local Contacts

To appoint Members to serve on the following outside bodies and to act as local contacts for the ensuing year:-

-  Chase Rail Promotion Group
-  Brereton and Ravenhill Heritage Committee
-  Cannock Chase Area of Outstanding Natural Beauty – Parish Liaison Meeting
-  Parish Contact for Local Public Transport Issues
-  Parish Contact for Environmental Issues

17. Standards Regime

The Clerk will invite Members to update their declarations, copies of which will be available at the meeting.

18. Media Policy

To consider and approve the attached media policy.

19. Planning Committee

To approve the attached informal minutes of the meeting of the Planning Committee held on 4th April 2017.

20. Parish Hall Management Committee

To approve the attached minutes of the meeting of the Parish Hall Management Committee held on 5th April 2017.

21. Finance and Management Committee

To approve the attached minutes of the meeting of the Finance and Management Committee held on 5th April 2017.

22. Date of Next Meeting

The Parish Council has agreed that the next Parish Council meeting will be held on 6th June 2017.

23. Public Forum

The Chairman may adjourn the meeting to allow any members of the public present to give their views. The adjournment will last no more than fifteen minutes.