

BRERETON AND RAVENHILL PARISH COUNCIL

**DISTRICT OF CANNOCK CHASE
COUNTY OF STAFFORDSHIRE**

Chairman: Councillor Mrs G Harvey
37 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: 3rd May 2016

Dear Councillor

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, 10th May 2016**, 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 5th April 2016.

6. Police Matters
7. Matters arising from the minutes
8. Correspondence
9. Armitage Road – 30 m.p.h. speed limit

The Parish Council, at its December meeting, requested that this item be included on the Agenda for the Annual Parish Council meeting to review progress.

10. Staffordshire County Council – Highways – Reduction in services

To consider the attached letter from the Chief Executive of Staffordshire County Council.

11. Risk Register

To consider and approve the attached Risk Register.

12. 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.

13. Terms of Reference of Committees

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







14. 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

15. 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 Million
-  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

16. Standards Regime

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

17. Media Policy

To consider and approve the attached media policy.

18. Parish Council Insurance

To consider the attached renewal document from Zurich Municipal.

19. Planning Committee

To approve the attached informal minutes of the meeting of the Planning Committee held on 5th April 2016.

20. Parish Hall Management Committee

To approve the attached minutes of the meeting of the Parish Hall Management Committee held on 13th April 2016.

21. Finance and Management Committee

To approve the attached minutes of the meeting of the Finance and Management Committee held on 13th April 2016.

22. Date of Next Meeting

The Parish Council has agreed that the next Parish Council meeting will be held on 7th June 2016.

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.