

**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  
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[Please reply to the Clerk]

Date: 1<sup>st</sup> May 2018

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, 8<sup>th</sup> May 2018, at 7.30 p.m.**

Yours faithfully

PG Davies  
Parish Clerk

To: All Members of the Parish Council

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**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 3<sup>rd</sup> April 2018.

6. Police Matters

7. Matters arising from the minutes

8. Correspondence

9. Annual Audit Return 2017 – 2018

To approve the attached Annual Audit Return.

10. Risk Register

To consider and approve the attached Risk Register.

11. 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.

12. Terms of Reference of Committees

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







13. 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

14. 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
-  Standards Committee – Cannock Chase District Council

15. Standards Regime

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

16. Media Policy

To consider and approve the attached media policy.

17. Councillor Mrs HJ Southwell

The Clerk will report at the meeting.

18. Results of the Rights of Way Consultation

To consider the attached letter from the County Council.

19. General Data Protection Regulation

To consider the attached email and enclosure from the Society of Local Council Clerks.

20. Planning Committee

To approve the attached minutes of the meeting of the Planning Committee held on 3<sup>rd</sup> April 2018.

21. Parish Hall Management Committee

To approve the minutes of the meeting of the Parish Hall Management Committee held on 2<sup>nd</sup> May 2018 [to follow].

22. Finance and Management Committee

To approve the minutes of the meeting of the Finance and Management Committee held on 2<sup>nd</sup> May 2018 [to follow].

23. Date of Next Meeting

The Parish Council has agreed that the next Parish Council meeting will be held on 5<sup>th</sup> June 2018.

24. 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.