TANWORTH-IN-ARDEN PARISH COUNCIL

Earlswood Village Hall
Shutt Lane
Earlswood
Solihull B94 6BZ
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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 17th May 2018
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 18th May 2017**

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**

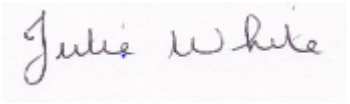
17. **To confirm the Power of Competence**

18. **To review the direct debit arrangements and to agree as appropriate their continuance, namely:**
    - BT
    - Direct Copiers
    - Fortress
    - Plusnet

19. **To inspect any deeds and trust instruments in the custody of the Council**

20. **To review office policies:**
    - Management of Sickness/Absence Policy
    - Recruitment and Selection Policy
    - Health and Safety
    - IT/Telephone/Photocopier

20. **To agree dates and venue for Council meetings for the rest of the year**



Julie White
Clerk to the Parish
10th May 2018