
AGENDA OF THE ANNUAL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL TO BE HELD ON WEDNESDAY 4TH MAY 2022 AT 7PM AT BROCKWORTH COMMUNITY CENTRE

AGENDA

1. Welcome from Chair of Council
2. Attendance of those present to be recorded
3. To note any apologies for absence
4. Election of a Chairman and Vice Chairman for the forthcoming year and signing of acceptance of office declaration
5. To receive any members declarations of interests and to consider any requests for dispensations relating to matters on the agenda
6. To consider any applications for co-option to Brockworth Parish Council
7. To receive any public representations at the discretion of the Chair of Council
8. To receive any reports or representations from Brockworth's Borough and County Councillors
9. To confirm and sign the minutes of the meeting of Full Council held on 6 April 2022.
10. To review and agree committees and working groups terms of reference and membership for the forthcoming year
11. To review and confirm any delegation arrangements for the following:
 - (a) For committees
 - (b) For staff
12. To agree the calendar of Council, Committee and Working Group meetings for the forthcoming year
13. To agree appointments to outside bodies and other council positions
14. To review and approve [Standing Orders](#)
15. To re-affirm Councillors commitments to the [Code of Conduct](#) and to confirm that Councillors Register of Interests are up to date.
16. To consider business relating to council finances
 - (a) To resolve that the schedule of payments be authorised and signed by the Chair
 - (b) To resolve that the Bank Reconciliation be authorised and signed by the Chair
 - (c) To note the payments made since the last Council meeting
 - (d) To review and approve Councils [Financial Regulations](#)
 - (e) To approve direct debit payments for the forthcoming year
 - (f) To review inventory of land and other assets including buildings and office equipment
 - (g) To confirm arrangements for insurance cover in respect of all insurable risks
17. To consider matters relating to year end accounts, external audit and the Annual Governance and Accountability Return (AGAR)
 - (a) To consider the independent auditors report and discuss any recommendations
 - (b) To receive and approve the 2021/22-year end accounts
 - (c) To approve Section 1 of the Annual Governance & Accountability Statement

- (d) To approve Section 2 of the Annual Governance & Accountability Statement
- (e) To confirm the dates for the exercise of public rights
- 18. To consider business relating to committees**
 - (a) To receive the draft minutes of the Human Resources held on 30th March 2022 and consider any matters arising
 - (b) To receive the draft minutes of the Green Spaces & Environment Committee held on the 13th April 2022 and consider any matters arising
 - (c) To receive the draft minutes of the Planning & Highways Committee held on 20th April 2022 and consider any matters arising
 - (d) To receive the draft minutes of the Policy & Finance Committee held on 26th April 2022 and consider any matters arising
- 19. To consider and approve the draft lease for the Brockworth Nature Reserve**
- 20. To note the dates of the following meetings and any reports associated with them:**
 - (a) Tuesday 3rd May 7pm – Environment Working Group
 - (b) Tuesday 10th May 7pm – Transport Working Group
 - (c) Wednesday 15th June 5:30pm – Town and Parish Council Seminar
- 21. To note that Brook Academy are looking for Academy Councillors (Governors) and would appreciate a Parish Councillor taking on that role**
- 21. To receive a verbal report from the Clerk on any urgent correspondence**
- 22. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.**
- 23. To approve the contract of employment for the new Clerk**
- 24. To confirm the date of the next scheduled Full Council on 1st June 2022**
- 25. Meeting to be closed**