

To Members of Bickenhill Parish Council
You are duly summoned to attend the Annual General Meeting of
Bickenhill Parish Council to be held on Wednesday 11th May 2011 at
7:00pm in the Parish Hall Marston Green.

AGENDA

- 1 Election of the Chairman
- 2 To receive the Chairman's Declaration of Acceptance of Office
- 3 Election of the Vice-Chairman
- 4 To receive the Vice-Chairman's Declaration of Acceptance of Office
- 5 Elected Councillors to sign the Declaration of Acceptance of Office
- 6 To pass a resolution to Co-opt Mrs Celia Dowell as a Parish Councillor to Bickenhill Parish Council
- 7 Apologies
- 8 Declaration of Members Interest of Items on the Agenda
- 9 Approval of the Minutes of the Annual General Meeting.
Held on the 5th May 2010
- 10 To appoint members to the Internal Committees – see attached
- 11 Review the Terms of Reference for the Committees – sent via e-mail
- 12 To Appoint Representatives to sit on Outside Bodies & External Committees – see attached
- 13 Approval of the meeting dates for the Parish Council & Committee Meetings for 2011/12
- 14 To Agree Cheque the signatories & amendment to Bank Mandate
14.1 Cheques must be signed by three signatories
- 15 To adopt Standing Orders as discussed at the Committee Meetings
- 16 To adopt Financial Regulations as discussed at the Committee Meetings
- 17 Prior to audit the Year End Accounts as at the 31st March 2011
17.1 Bank Reconciliation as at 31st March 2011 – Copy attached
- 18 Review of Asset List – Copy attached
- 19 Review of Financial Risk Assessment – Copy attached
- 20 To establish the following procedures
 - a. Complaints Procedure
 - b. Handling of requests made under the Freedom of Information Act 2000

- c. Handling requests made under the Data Protection Act 1998
- d. Policy for dealing with the Press & Media

21 To pass a resolution: To allow the Clerk to record the Parish Council Meetings purely for the purpose of minute taking.

Signed: 
Clerk to Bickenhill Parish Council

28th April 2011