



Annual Council Meeting of Bickenhill & Marston Green Parish Council

To members of Bickenhill & Marston Green Parish Council, you are duly summoned to attend the Annual Council Meeting of the Parish Council which is to be held on,

Wednesday, 5 May 2021 at 18:30

Via Zoom Video Conferencing: Meeting ID: 854 6470 1632 Passcode: BMGPC

Agenda

1. Rules and Procedures of Video Conferencing
2. Clarification of Parish Council Meetings Held via Zoom Video Conferencing
3. To Elect the Chairman for the coming year
(Chairman's Declaration of Acceptance of Office to be arranged at a later date)
4. To Elect the Vice-Chairman for the coming year
(Vice-Chairman's Declaration of Acceptance of Office to be arranged at a later date)
5. Apologies
6. Declaration of Interests & Dispensations regarding items on the agenda
7. Approve the minutes of the AGM meeting held on the 15 May 2019
8. Appointment members for each of the Internal Committees
 - 8.1 Appointment of Members
 - 8.2 Terms of Reference of the Committees - Review
9. Appointment of members to serve as representatives of the Parish Council on Outside Bodies & External Committees
10. To adopt Standing Orders 2021 (sent by email)
11. To adopt Financial Regulations 2021 (sent by email)
12. Review of Asset Register
13. Approval of the 2021/22 meeting dates for the Parish Council & its Committees

14. Review of the Bank Mandate and signatures
15. Year End Bank Reconciliation as at 31st March 2021
16. Review of Financial Risk Assessment 2021 (sent by email)
17. To adopt the following procedures and guidelines (all sent by email)
 - 17.1 Complaints Procedure
 - 17.2 Freedom of Information Model Publication Scheme
 - 17.3 General Data Protection Regulations
 - 17.4 Good Practice for dealing with the Press & Media
 - 17.5 Copyright – Legal Topic Notice 39

Signed:

A handwritten signature in blue ink, appearing to be 'John', written over a light blue rectangular background.

Clerk to Bickenhill & Marston Green Parish Council

28 April 2021