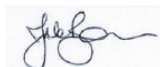


**Annual Council Meeting of Bickenhill & Marston Green Parish Council**

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, 4 May 2022 at 19:15 at  
The Elmdon Lounge, Marston Green Parish Hall, Elmdon Road, Marston Green**

**Signed**



Clerk & RFO

**Date** 28 April 2022

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**Agenda**

- 1. To Elect the Chairman for the coming year**  
(Chairman's Declaration of Acceptance of Office to be signed)
- 2. To Elect the Vice-Chairman for the coming year**  
(Vice-Chairman's Declaration of Acceptance of Office to be signed)
- 3. Apologies**
- 4. Declaration of Interest and Dispensations**  
Members are reminded that to ensure transparency and retain public confidence in the Council's decisions they are required to:
  - a. Keep their Register of Interests form up to date. and
  - b. Declare any Disclosable Pecuniary Interests (DPI) and any Other Registerable Interests (ORI) relating to items on the agenda and the nature of those interests.
- 5. To note the minutes of the Annual Council Meeting held on the 5 May 2021**
- 6. Appointment of members for each of the Internal Committees**
  - 6.1 Appointment of Members
  - 6.2 Terms of Reference of the Committees - Review
- 7. Appointment of members to serve as representatives of the Parish Council on Outside Bodies & External Committees**
- 8. To adopt Standing Orders 2022**
- 9. To adopt Financial Regulations 2022**
- 10. Review of Asset Register**
- 11. Approval of the 2022/23 meeting dates for the Parish Council & its Committees**
- 12. Review of the Bank Mandate and signatures**
- 13. Year End Bank Reconciliation as at 31<sup>st</sup> March 2022**

**14. Review of Financial Risk Assessment 2022**

**15. To adopt the following procedures and guidelines**

- 15.1 Complaints Procedure
- 15.2 Freedom of Information Model Publication Scheme
- 15.3 General Data Protection Regulations – Privacy Policy
- 15.4 Good Practice for dealing with the Press & Media
- 15.5 Copyright – Legal Topic Notice 39