

**BELBROUGHTON AND FAIRFIELD PARISH COUNCIL  
(BROMSGROVE DISTRICT)**

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**To Members of Belbroughton and Fairfield Parish Council**

Notice is hereby given that the next meeting of the Parish Council will be the Annual Meeting to be held on Monday 15<sup>th</sup> May 2023, 7.00pm at Belbroughton Recreation Centre.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please see our policy on Recording at Meetings available on our website for further details.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

**BUSINESS OF THE AGENDA**

1. **ELECTION OF CHAIRMAN**  
To elect a Chairman and for Chairman to sign the Declaration of Acceptance of Office
2. **ELECTION OF VICE CHAIRMAN**  
To elect a Vice Chairman
3. **APOLOGIES**  
Council to receive apologies and to approve the reason for absence.

**The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

4. **DECLARATIONS OF INTERESTS**

- 4.1 Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to: -
- 4.2 Keep their Register of Interests form up to date.
- 4.3 Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.

5. **DISPENSATIONS**

- 5.1 To consider any request for dispensation from a member who may have a DPI or ODI to allow them to stay/speak in the meeting during the consideration of the item.

6. **MINUTES OF THE PREVIOUS MEETING**

- 6.1 To approve the Minutes of meeting held on 3<sup>rd</sup> April 2023 **(Attached)**

7. **REPORT – FOR INFORMATION ONLY**

- 7.1 To receive Chairman's Report
- 7.2 To receive Planning Committee Report from meeting held on 17<sup>th</sup> April 2023 **(Minutes attached)**
- 7.3 To receive Finance Committee Report – meeting cancelled so no report.

8. **PARISH COUNCIL GOVERNANCE**

- 8.1 To review and consider adoption for the council year the Parish Council's: - Standing Orders, Scheme of Delegation, Code of Conduct, Financial Regulations, Complaints Procedure, Freedom of Information Policy, Press and Media Policy, Filming and Recording Procedures and Data Protection Policy (GDPR), Equality-Diversity Policy, Health and Safety Policy, Publications Scheme, Internal Financial Control Policy, and Death of a National Figure Procedures

9. **RISK ASSESSMENT**

- 9.1 To agree the Risk Assessment Procedure for 2023-24 **(Attached)**

10. **MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND APPOINTMENT OF MEMBERS TO OUTSIDE BODIES**

- 10.1 To agree membership of the Finance, Planning and Agricultural Holdings Committees.
- 10.2 To agree membership of the Working Groups.
- 10.3 To nominate representatives to outside bodies.

11. **GENERAL POWER OF COMPETENCE**

- 11.1 As the parish council adheres to all the requirements, **RESOLVE** to adopt the General Power of Competence.

12. **TO APPROVE THE RECOMMENDATIONS OF THE FINANCE COMMITTEE**

- 12.1 To ratify payments made in April 2023.

13. **DISTRICT COUNCILLOR'S**

- 13.1 To receive report of District Councillor's – Cllr. May and Cllr. Nock

14. **COUNTY COUNCILLOR'S**

- 14.1 To receive report of County Councillor's – Cllr. May and Cllr Webb

15. **TO RECEIVE CLERK'S REPORT AND URGENT DECISIONS**

- 15.1 To **RESOLVE** to agree for Cllr. Morris to sign his Declaration of Acceptance of Office outside of the meeting witnessed by the Clerk.
  - 15.2 Reports for parish magazine – to agree article.
  - 15.3 To discuss/**RESOLVE** to agree to sign-up to the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) Civility and Respect Pledge (**Attached**)
16. **TO RECEIVE REPORT OF PARISH COUNCILLORS**  
Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise item for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
17. **DATE OF NEXT MEETING – 12<sup>th</sup> June 2023, 7.00pm to be held at Fairfield First School.**



Signed.....  
Ruth Mullett, Acting Clerk to the Council  
9<sup>th</sup> May 2023