



Date and time: Tuesday 9th May 2023 at 6.00PM

Place: Chadwick End Village Hall

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held on **9 May 2023** at **6.00pm** at **Chadwick End Village Hall**

KJFinlayson

Kerry Finlayson Parish Clerk, Chadwick End Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. **ELECTION OF CHAIR**

2. **WELCOME & APOLOGIES**

3. **DECLARATIONS OF INTEREST**

4. **OPEN FORUM**

5. **APPROVAL OF MINUTES**

To approve the minutes of the Ordinary meeting held on 28th February 2023

DOCUMENT 1

6. **ACCEPTANCE OF OFFICE**

Councillors to confirm that they have submitted the following documents:

- i. Declaration of Acceptance
- ii. Any financial interests in the Register of Members' Interests
- iii. Code of Conduct

EMAILED

EMAILED

EMAILED

7. **ELECTION OF VICE CHAIR**

8. **AREAS OF RESPONSIBILITY**

To agree Parish Councillors areas of responsibility:

- Employment
- Planning
- Playing Fields, Playground, Grounds & Trees
- Village Hall
- Village Hall & Playground Fortnightly Checks
- Community Communication
- Community Events
- Finance
- Community Safety & Security
- Highways

9. TO APPOINT REPRESENTATIVES TO SIT ON OUTSIDE BODIES:

- Knowle Charities Committee
- Crime Reduction Panel
- Solihull Area Council (SAC)
- SMBC Liaison

10. FINANCIAL MATTERS

TO FOLLOW

- i. Year End Report
- ii. Clerk's Report

11. PREVIOUS ACTION POINTS

AP01 FEB - Cllr Smith to take forward Community Communication with Cllr Molitor **RM**

AP02 FEB - Risk Assessment amendments - **POSTPONED TO JULY KF**

AP02 OCT - Village Hall Checks to be shared with Cllr Molitor and Warrington **JD**

12. IMPACT OF HS2

13. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

14. DATE OF NEXT MEETING

- 11 July 2023

15. TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC and PRESS

16. PERSONNEL and CONFIDENTIAL MATTERS

- Clerk's Appraisal

Kerry Finlayson

Clerk to Chadwick End Parish Council

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www.chadwickendparishcouncil.co.uk