

# NORTON CANES PARISH COUNCIL



Clerk to the Council  
Parish Office  
Burntwood Road  
Norton Canes  
Cannock  
WS11 9RE

Tel: 01543 276812

Email: clerk@nortoncanesparishcouncil.gov.uk

Ref: GMA

7<sup>th</sup> May 2024

To: All Members of Norton Canes Parish Council

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Parish Council on **Wednesday 15<sup>th</sup> May 2024** commencing at 7 p.m. **at Norton Canes Community Centre, Brownhills Road, Norton Canes** which the business set out below will be transacted.

Yours sincerely



**Ginetta Adams**  
Clerk  
Norton Canes Parish Council

## 7 pm Public Participation

1. **Election of Chairman**  
To elect the Chairman of the Parish Council for the ensuing municipal year.
2. **To receive the Chairman's Declaration of acceptance of office.**  
.
3. **Vice Chairman of the Council**  
To appoint the Vice Chairman of the Parish Council for the ensuing municipal year.
4. **To receive the Vice Chairman's Declaration of acceptance of office**

## PUBLIC PARTICIPATION – 30 MINS

5. **Co-option**
  - a. To elect a co-opted councillor.
  - b. Elected councillor to sign an acceptance to office before sitting on Council.
6. **Apologies**  
To receive any apologies that may be forthcoming.

7. **Committees of Council and working groups**

To elect the members of the following Committees

<b>Committees/Working Groups</b>	<b>Membership</b>
Planning	
Projects	
Audit and Governance	
Neighbourhood Plan Steering Group	
Events Working Group	
Highways Working Group	
Events Working Group	
New Cemetery Working Group	
Speed Watch	

**Note: The Chairman can attend any Committee Meeting.**

8. **Appointment of representatives on Outside Bodies**

<b>Committee/Group/Organisation</b>	<b>Current Membership</b>
Poplars Liaison Committee	
Standards Committee	
Norton Canes Community Centre	
AONB	
Dr Chandra's Patient Liaison Committee	
Norton Canes Community Partnership	
Norton Canes Academy Governor	

9. **Declaration of interests**

To receive any declarations of interest.

10. **Minutes of the Parish Council and Matters Arising from the meeting held on the 10<sup>th</sup> April 2024**

To approve the Minutes of the Council meeting held on the 10<sup>th</sup> April 2024 and consider any matters arising.

11. **Police Report**

To receive and consider Police report.

12. **Report from Clerk**

To review report and agree future meeting dates for term 24-25.

13. **Reports from Councillors**  
To receive Councillors reports

14. **Reports from Committees**

(a) Planning  
To consider planning applications/decisions (summary attached)

(b) Projects  
To receive an update on ongoing projects.

(c) Audit and Governance  
To report any financial matters.

**c1. Annual Governance Statement & Return  
Council to note and approve:**

**c2. The Internal Auditor's Report for 2023/24**

**c3. To review the Annual Governance Statement as part of the Annual Return 2023/24 Section 1 and consider the responses required.**

**c4. To approve the Annual Return for 2023/24 Section 2, Accounting statements 2023/24**

**c5. Notice of appointment of date for the exercise of public right accounts for the year ended 31<sup>st</sup> March 2024.**

**c6. Annual Return Bank Reconciliation**

**c7. Annual Return significant variance and contact details.**

**c 8. Appointment of Internal Auditor**

**Council to agree Kim Squires as the Council's Internal Auditor for the Financial Year 2024/25**

15. **New Cemetery**  
To receive an update (see attached emails)

16. **Neighbourhood Plan**  
To receive an update

17. **Grove Colliery**  
To receive any update.

18. **Chairman's Announcements & Correspondence**  
To receive incoming and outgoing post. (attached)

19. **Authorisation of Accounts**  
To authorise accounts for May 2024 (attached schedule)

20. **Date of Next Meeting – Wednesday (as agreed in meeting) at 7 p.m. at Norton Canes Community Centre**