

**TO ALL MEMBERS OF STIRCHLEY AND BROOKSIDE PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that a meeting of Stirchley and Brookside Parish Council will be held on Tuesday 9 April 2024 at 6:30pm at the Sambrook Centre, Stirchley. Members are summoned to attend for the purpose of transacting the following business.



Chris Maclean – Locum Parish Clerk/RFO

Date: 03 April 2024

---

**AGENDA**

- FC/24/001 WELCOME**  
To receive welcome to the meeting from the Chair.
- FC/24/002 APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- FC/24/003 DECLARATIONS OF INTEREST**  
Declaration of any disclosable pecuniary interest or other registerable interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest.
- FC/24/004 PUBLIC QUESTION TIME**  
To receive questions and comments from members of the public.  
A quarter of an hour is set aside for this purpose.
- FC/24/005 POLICE REPORT**  
To receive reports from the Police and share feedback on matters of community interest.
- FC/24/006 MINUTES**  
To approve the minutes of previous Council meetings.
- FC/24/007 MATTERS ARISING**  
To consider matters arising from minutes of the previous meetings.
- FC/24/008 COUNCILLOR VACANCY**  
To receive update on the filling of the vacant position.
- FC/24/009 SAMBROOK CENTRE LONG TERM BOOKING ARRANGEMENTS**
- a. To agree a level of discretion to the Clerk to enable discounts for room hirers with long-term booking arrangements.
  - b. To note recent and planned booking arrangements within the Centre.

- FC/24/010 ALLOTMENTS**  
a. To note current status on invoices for 2024.  
b. To note current status on production of revised allotment agreement.
- FC/24/011 EXTERNAL AUDITOR REPORT ON 2022/2023 AGAR**  
To note the findings contained within the final external auditor report.
- FC/24/012 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/2024**  
a. To note the process and deadlines for submission of the 2023/2024 Return.  
b. To agree proposal to invite JDH Business Services Ltd to undertake the 2023/2024 internal audit.
- FC/24/013 FOI/DATA PROTECTION/GDPR/LEGAL SUPPORT**  
To consider proposal for third party support to address the Council's FOI/Data Protection/GDPR and Legal Support requirements.
- FC/24/014 PLANNING APPLICATIONS**  
a. To consider planning applications, received for consultation, post publication of agenda.  
b. To receive information of decisions taken by Telford & Wrekin Council.
- FC/24/015 FINANCIAL REPORT**  
a. To note the financial position of the Council.  
b. To note and authorise payments requiring approval by Council.
- FC/24/016 BOROUGH COUNCILLOR UPDATES**  
Updates from Ward Councillors on matters of interest to the parish.
- FC/24/017 PARISH MATTERS**  
Matters for consideration by the Parish Council.
- FC/24/018 NEXT MEETING'S AGENDA**  
To advise Locum Clerk of items to be considered for inclusion on the agenda.
- FC/24/019 NEXT MEETING DATE**  
a. Annual General Meeting followed by Meeting of Council: 14 May 2024.  
b. To agree date of Annual Parish Electors' Meeting/Assembly.
- FC/24/020 EXCLUSION OF THE PRESS & PUBLIC**  
It is recommended that the press and public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information in relation to any individual, as defined in paragraph 1, and/or information relating to financial or business affairs, as defined in paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972.
- FC/24/021 HUMAN RESOURCE MATTERS**  
To consider human resource matters relating to the Parish Council.