



**Members of Catshill & North Marlbrook Parish Council  
are summoned to attend the  
Annual Parish Council Meeting  
at Catshill Village Hall, Golden Cross Lane on  
Thursday 26<sup>st</sup> May 2016 starting at 7.30pm**

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**AGENDA**

1. Election of Chairman and signing of Chairman's Declaration of Acceptance of Office
2. Co-option  
There are currently 2 vacant seats on the Parish Council following the additional resignation of Cllr Simon Boxall-Southall. The first is now open to Co-option following no response from electors to the display of the Casual Vacancy notice. The second is now subject to the same notice of Casual Vacancy will be issued by Electoral Services to be displayed for 14 days.
3. Election of vice-Chairman
4. **Open Forum:** official business is suspended in order to receive representations / reports from:
  - 4.1 Members of the public.
  - 4.2 Worcs County Councillor for the Woodvale Division; May report and attachments circulated.
  - 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook wards.
  - 4.4 Any other community representative
5. Apologies To receive apologies for absence, if any, from members
6. Declarations of Interest Members are asked to -
  - a) Update their register entry on the Members' Register of Interests where necessary;
  - b) Declare any Disclosable Pecuniary Interests (DPI) in items on the agenda and their nature (a DPI relates to anything on the member's entry in the Members' Register of Interests);
  - c) Declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.
 Councillors who have declared a DPI or an ODI must leave the room for the relevant item unless granted a dispensation on specific grounds to stay/speak/vote; the request for a dispensation must be put in writing to the Clerk in advance of the meeting.
7. Dispensations To consider any request for dispensation from a member who may have a DPI or ODI to allow them to stay/speak/vote in the meeting during consideration of the relevant item.
8. Previous minutes To consider for approval the minutes of the meeting held 28/04/16
9. To review Delegation Arrangements  
To include recent delegations including War Memorial Structural Survey
10. To review Terms of Reference for committees
11. To note the Annual Review of policies and next review date (all available via parish council website and emailed/paper copies to members)

<u>Policy</u>	<u>Date Reviewed 2015/16</u>	<u>Date of next review 2016/17</u>
Complaints Procedure	08/12/15	November 2016
Freedom of Information	08/10/15	October 2016
Data Protection	08/10/15	October 2016
Press and Media Policy	18/02/16	February 2017
Standing Orders	08/12/15	November 2016
Financial Regulations	08/12/15	November 2016

12. To consider an amendment to the Co-option procedure
13. Review of Asset Register

14. Review of any joint working arrangements with other local authorities

13.1 Lengthsman Scheme, via Worcestershire County Council

15. To decide membership of parish council committees and working parties

<u>Committee</u>	<u>Number of members</u>
Environment & Highways	6 including Chairman
Finance & Staffing - Internal Audit working party	5 including Chairman - 2 Finance & Staffing committee members (non signatories)
Planning	6 plus Chairman
Neighbourhood Planning Steering Group	Min 3 Parish Councillors
Bonfire Working party	Min 2 Parish Councillors

16. Appointment of representatives to external bodies

14.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote)

14.2 WorcsCALC, Executive Committee (1 member)

14.3 Catshill Village Hall management committee (1 member)

14.4 North West Ward Association (Catshill Meadow) (1 member)

14.5 Marlbrook Tip working party (1 member)

17. To identify a lead Councillor(s) to report regarding the consultation on Planning Application for a Bottom Ash Waste Facility

18. Confirmation of Insurance cover copy available and provided (via email/paper) to members

19. Review of council and staff subscriptions

17.1 National Association of Local Councils includes WorcsCALC (£856.79 for 2015/16)

17.2 Society of Local Council Clerks (£141 for 2016)

17.3 Campaign to Protect Rural England (CPRE) (£36 for 2016)

20. To set the schedule of meetings for the municipal year 2016/17

19.1 To agree to meet on the last Thursday of each month except August and December

19.2 To agree the date of the Annual Parish Meeting as 20<sup>th</sup> April 2017

19.3 To agree committee dates as follows:

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	14/07/16; 15/09/16; 08/12/16; 09/03/17
Finance & Staffing - Internal Audit working party	02/06/16; 13/10/16; 10/11/16; 12/01/17; 11/05/17 - Quarterly; dates to be agreed
Planning	09/06/16; 21/07/16; 11/08/16; 22/09/16; 20/10/16; 17/11/16; 15/12/16; 19/01/17; 09/02/17; 16/03/17; 13/04/17; 18/05/17
Neighbourhood Planning Steering Group	As agreed between members
Bonfire Working party	As agreed between members

21. To receive reports from Councillors

21.1 Enforcement Meeting with Bromsgrove District Planning Department (Cllr M Knight or B McEldowney); email and hard copy of report circulated

22. Clerk's update and list of communications

Clerk to provide progress report on items from previous meetings

**Relevant correspondence available from the Clerk:** includes weekly CALC updates May '16, weekly updates from BDC Planning lists, WCC road works lists, Police & Crime Commissioner, Neighbourhood Watch Alerts, Healthwatch Worcestershire May bulletin and other relevant communications, CPRE Campaigns, Highways England - M5 junctions 4a to 6 smart motorways, Entrust Care Partnership Holiday Opportunities, Celebrating Volunteer Event 9<sup>th</sup> June at the Hive Worcestershire, Information regarding the Queen's Birthday Celebrations in Worcestershire, Information regarding the launch of Worcestershire Wellbeing Hub.

23. Finance
  - 23.1 Annual Audit To receive report from Independent Internal Auditor and update
  - 23.2 Financial Report To note the current financial situation and bills for payment
  - 23.3 To note the recommendations from the Independent Remuneration Panel for Parish Councils for 2016-17 (information circulated via email and hard copy)
24. Items for next meeting: Members to advise items for consideration at the next meeting
25. Date, Time and Venue of Next Meeting : Thursday 30<sup>th</sup> June 2016, 7.30pm at Catshill Village Hall

**Catshill & North Marlbrook Parish Council,**

Catshill Village Hall, Golden Cross Lane, Catshill, B61 0JZ  
tel: 01527 873266 / 07813 671899  
e-mail: [clerk@catshillandnorthmarlbrook-pc.gov.uk](mailto:clerk@catshillandnorthmarlbrook-pc.gov.uk)  
website: [www.catshillandnorthmarlbrook-pc.gov.uk](http://www.catshillandnorthmarlbrook-pc.gov.uk)

Rebekah Powell  
Clerk to the Council 19/05/16