

THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL

May 19th 2015

Clerk: Mrs. J E Speyer Barrel Heald Farm, Shelsley Beauchamp 01886 812420

AGENDA

To the members of The Shelsleys Parish Council. You are duly summoned to attend The Shelsleys Parish Council meeting to be held on Tuesday May 19th 2015 at 7.00pm in the Village Hall.

All Councillors to sign the Declaration of Acceptance of Office.

1 **Election:** To elect the Chairman and to sign the **Declaration of Office.**

2 **Apologies:** To consider the acceptance of apologies for absence from Councillors.

3 **Election of Vice Chairman.**

4 **Declaration of Interest:**

Register of Interests.

1. Register of Interests: Councillors are reminded of the need to update their register of interests.

2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

3. To declare any other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4)b of the code of conduct must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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

The time allocated is at the discretion of the Council/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; brief notes will be appended to the minutes as an aide memoire.

5 **To co opt a new member for Shelsley Kings:**

6 **To note the Code of Conduct:** To remind members of the obligations of the Code of Conduct.

7 **To consider the Council's Scheme of Delegation:** To consider and to appoint members to Clerk's Finance Support Group and Staffing Committee.

- 8 **To review Council's Financial Regulations, Risk Assessment and Insurance.**
Insurance Renewal. To discuss adequate cover.
- 9 **To appoint individual offices including:**
Village Hall Committee representative, Hill Climb liaison, Tree Warden and any other appointments deemed necessary.
- 10 **To nominate two Councillors to attend the Worcestershire CALC Area Meetings.**
- 11 **Minutes:** To approve the minutes of the meeting held on March 17th 2015
- 12 **Matters arising from the Annual Parish Meeting:**
To discuss questions raised with regard to Hill Climb Breakfast Club, B4203, Neighbourhood Watch and First Aid green telephone kiosks. Village Hall and Social Club.
- 13 **District and County Councillors' Reports** for information purposes.
- 14 **Village Hall:** To receive relevant reports, accounts for the year and to view insurance documents.
- 15 **Parish Website:** To discuss the possibility of creating a website.
- 16 **Lengthsman:**
To receive report and to inspect worksheets.
Lengthsman Contract with WCC, maximum payment from WCC is £2365.20
Rob Wilks Annual Contract with the Parish Council, to renew.
- 17 **Highways:**
To report, update and receive responses from Highways Control.
Any outstanding highways issues.
- 18 **Urgent Decisions:**
To report any urgent decisions since the last meeting.
15/00330/LBC Church House. Recommended approval.
- 19 **End of Year Accounts:**
To consider accepting end of year accounts (attached or previously circulated).
- 20 **Audit:** To complete audit sections 1 and 2. The Audit date is June 29th 2015
- 21 **Grants and Donations:**
To consider a donation to the VHMC deferred from the last meeting.
- 22 **Finance:**
To consider the following payments.
Insurance £278.95 or £265.00 if long term agreement to 2018 taken.
Clerk's expenses.
Lengthsman invoice.
CALC subscription £203.97

To complete cheques for the annual donations previously agreed.
PCC of the Shelsleys £600.00
Nora Parsons Day Centre £100.00
Village Hall electricity £50
Monies received
Precept £2500
£8.00 for VAS batteries

Bank Balance as at 18th May 2015
Clerk's PAYE and remuneration to be paid quarterly.
To agree HMRC payments.
Cheques and draft financial regulations.
Bank Mandate to agree a new signatory.

23 **Planning:**

To consider the following
To consider any other outstanding applications received.
To report Malvern Hills District Council decisions.
MHDC decisions.
15/00138/LBC Church House. Approved.

24 **Correspondence for Information and Circulation:**

All other correspondence for information delivered via email has been circulated.
Councillors to discuss as appropriate.
Community Exchange – Neighbourhood Plan information.

25 **CALC:** To consider attendance at forthcoming training events and information received.
Training Bulletin.

26 **Councillors' reports and items for future agenda:**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

27 **Date of next meeting:**

To confirm the date of the next meeting, scheduled for July 7th 2015 at 7pm in the Village Hall.

Jan Speyer Clerk to The Shelsleys Parish Council
May 13th 2015