

**THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL**  
**May 10<sup>th</sup> 2016**

Clerk: Mrs. J E Speyer Barrel Heald Farm, Shelsley Beauchamp 01886 812444

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**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 10th 2016 following the Annual Parish Meeting at 7.00pm in the Village Hall.**

1 **Election of Chairman:** 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 note the Code of Conduct:** To remind members of the obligations of the Code of Conduct.

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

7 **To review Council's Financial Regulations, Risk Assessment and Insurance.** Insurance Renewal. To discuss adequate cover. The premium is £276.49

8 **To appoint individual offices including:** Village Hall Committee representative, Hill Climb liaison, Tree Warden and any

other appointments deemed necessary.

9 **To nominate two Councillors to attend the Worcestershire CALC Area Meetings.**

10 **Minutes:** To approve the minutes of the meeting held on March 8<sup>th</sup> 2016

11 **Matters arising from the Annual Parish Meeting:**

12 **District and County Councillors' Reports** for information purposes.

13 **Village Hall:** To receive relevant reports, accounts for the year and to view insurance documents.

Nil Business rate details.

14 **Lengthsman:**

To receive report and to inspect worksheets.

Lengthsman Contract with WCC, maximum payment from WCC is £2365.00

Rob Wilks Annual Contract with the Parish Council, to renew.

15 **Highways:**

To report, update and receive responses from Highways Control, including overhanging trees, potholes and litter on the layby B4203.

Ham Bridge Phase 2 works.

Rural street sweeping.

Any outstanding highways issues.

16 **Urgent Decisions:**

To report any urgent decisions since the last meeting.

17 **End of Year Accounts:**

To consider accepting end of year accounts (attached or previously circulated).

18 **Audit:** To complete audit sections 1 and 2. The Audit date is

19 **Grants and Donations:**

To consider a donation to the VHMC for electricity usage.

20 **Finance:**

To consider the following payments.

Insurance £276.49

Clerk's salary and expenses.

Lengthsman invoice for March £396.00

CALC subscription £224.67

CALC invoice for Good Councillor Guide £10.15

Monies received

Precept £2500

WCC payment for Lengthsman £1160.00

Bank Balance as at 9<sup>th</sup> May 2016

Clerk's PAYE and remuneration to be paid quarterly.

To agree HMRC payments.  
Cheques and draft financial regulations.

21 **Planning:**

To consider any other outstanding applications received.  
To report Malvern Hills District Council decisions.  
MHDC decisions.  
MHDC training programme  
Draft Local Enforcement Plan consultation

22 **Correspondence for Information and Circulation:**

All other correspondence for information delivered via email has been circulated.  
Councillors to discuss as appropriate.  
Volunteers' Week Volunteering in the Community.

23 **CALC:** To consider attendance at forthcoming training events and information received.

24 **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.

25 **Date of next meeting:**

To confirm the date of the next meeting, scheduled for July 12<sup>th</sup> 2016 at 7pm in the Village Hall.

Jan Speyer Clerk to The Shelsleys Parish Council  
May 3<sup>rd</sup> 2016