



**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 16th May 2019 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. Election of vice-Chairman
3. To consider any applications for Co-option
Following the election, there are currently 5 vacant seats on the Parish Council which are expected to be filled by Co-option.
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
 - 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 18/04/19
9. Members Questions
10. Clerk's update and list of communications
Clerk to provide progress report on items from previous meetings to include:
 - 10.1 Parishioner Contact Log
 - 10.2 Laptop issues and resolution (authorisation required)
 - 10.3 Planting of Ivy Cottage Garden
 - 10.4 Planters under Welcome signs
 - 10.5 Annual Parish Meeting – new venue
 - 10.6 New Executive Officer details for CALC

Relevant correspondence available from the Clerk: includes weekly CALC updates April/May 2019; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter, Bromsgrove Advertiser, Town and Parish Councils April 2019 newsletter, Invitation from BDC Chairman to charity Fashion show, M5 E-bulletin, NALC Chief Exec bulletin, PSMA newsletter, Letter from PCC, Highways England M42 Junction 3, PCC Newsletter, NHB Community Grants Scheme 2019-20, Natural Networks Programme
11. Committee and Representatives reports
 - 11.1 **Planning Committee** – 25/04/19 (Cllr T Gillespie)
 - 11.2 **Neighbourhood Plan Steering Group** – 01/05/19 (Cllr B McEldowney)
 - 11.3 **Any other report** from Parish Council representatives including those for:

- Village Hall Management Committee – Cllr J Bate

12. To review Delegation Arrangements for the Clerk (document circulated)
13. To review Terms of Reference and delegation for committees (document circulated)
14. Review of updated Asset Register (document circulated)
15. Confirmation of Insurance cover (document circulated)
16. Review of any joint working arrangements (including legal agreements) with other local authorities, not-for-profit organisations and businesses (documents circulated)
 - 16.1 Lengthsman Scheme, via Worcestershire County Council
 - 16.2 Village Hall Agreement
17. Appointment of representatives to external bodies
 - 17.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote)
 - 17.2 WorcsCALC, Executive Committee (1 member)
 - 17.3 Catshill Village Hall management committee (1 member)
 - 17.4 North West Ward Association (Catshill Meadow) (1 member)
 - 17.5 Marlbrook Tip working party (1 member)
 - 17.6 Dementia Friends Group (1 Member)
 - 17.7 Catshill Growing (1 Member)
18. Review of council and staff subscriptions
 - 18.1 National Association of Local Councils includes WorcsCALC (£1317.02 for 2019/20) – Amount to be agreed
 - 18.2 Society of Local Council Clerks/Association of Local Council Clerks (£147 for 2019, ALCC paid by Clerk)
 - 18.3 Campaign to Protect Rural England (CPRE) (£36 for 2019)
 - 18.4 Parish Online (Mapping Tool) (£126.00 for 2019)
19. To decide membership of parish council committees and working parties,
 - 19.1 To consider the Chairman of the Council’s position on each ie: ex-officio?
 - 19.2 to include election of Chair and Vice Chair to each

<u>Committee</u>	<u>Number of members</u>
Environment & Highways	6 including Chairman, one from each ward and PPW (non-voting if not a Councillor)
Finance & Staffing - Internal Audit working party - Policy and Procedure Working Party	6 including Chairman - 2 Finance & Staffing committee members (non signatories)
Planning	6 plus Chairman, one from each ward
Neighbourhood Plan Steering Group	Min 3 Parish Councillors, max 4, Chairman as ex-officio
Events Working Group	Min 3 Parish Councillors
Communications Working Group	Min 2 Parish Councillors and Clerk

20. To set the schedule of meetings for the municipal year 2019/20
 - 20.1 To agree to meet on the last Thursday of each month except August, December and the meeting referred to in 20.2
 - 20.2 To agree the date of the Annual Parish Council Meeting as 21st May 2020
 - 20.3 To agree the date of the Annual Parish Meeting as 2nd April 2020 (being before the Easter break)
 - 20.4 To agree the number of meetings for each Committee and the dates of the same. All Committee meetings to be held in Catshill Village Hall Committee Room.

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	Thursday 13/06/19, 13/02/20
Finance & Staffing - Internal Audit working party	Thursday 10/10/19, 12/03/20 - Quarterly; dates to be agreed (daytime)

- Policy and Procedure Working Party	- Quarterly; dates to be agreed (daytime)
Planning	20/06/19, 18/07/19, 22/08/19, 19/09/19, 24/10/19, 21/11/19, 12/12/19, 23/01/20, 20/02/20, 19/03/20, 23/04/20, 14/05/20
Events Working Group	Monday 20/05/19, 09/09/19, 13/01/20
Neighbourhood Plan Steering Group	As agreed between members
Communications Working Group	As agreed between members

NB: Dates proposed are subject to alteration throughout the year. Additional meetings to be added if needed

21. To note the review dates of the following policies and documents (circulated):

- 21.1 Standing Orders (February 2019)
 - 21.2 Financial Regulations and Financial Controls (February 2019)
 - 21.3 Complaints procedure (February 2019)
 - 21.4 Freedom of Information Policy (February 2019) – subject to ongoing amendments
 - 21.5 Privacy Policy (Data Protection) (May 2018 scheduled for review July 2019)
 - 21.6 Data Breach (scheduled for July 2019)
 - 21.7 Document Retention Policy (scheduled for update July 2019)
 - 21.8 Employee Appraisal Policy (April 2019)
 - 21.9 Member Employee Protocol (January 2017 – bi annual review scheduled for July 2019)
 - 21.10 Internet, Email, Recording and Social Media policy (February 2019)
 - 21.11 Publication Scheme (February 2019)
- n.b further policy review dates to be found in Policy Review Calendar (circulated)

22. To review the following policies (circulated):

- 22.1 Code of Conduct

23. Finance

- 23.1 Annual Audit To receive and note the report from Independent Internal Auditor (documents circulated)
- 23.2 Annual Audit To review and approve the completed Annual Governance Statement as prepared by the Responsible Finance Officer. (documents circulated)
- 23.3 Annual Audit To review and approve the completed Annual Accounting Statements 2018-19 as prepared by the Responsible Finance Officer (documents circulated)
- 23.4 To note the current financial situation and bills for payment
To include a review of expenditure under Section 137 of the Local Government Act 1972
- 23.5 To appoint 4 Members of the Finance and Staffing Committee as bank signatories

24. To review arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future

25. To appoint Councillors and set a date for the Summer Garden Competition assessment

26. To consider method of response to each of the following communications from the Police Crime Commissioner

- 26.1 Invitation to participate in Town and Parish Council Survey (closing date tbc)
- 26.2 Offer of assistance with the Smart Water initiative to include 25% funding for a chosen area
- 26.3 Letter following the Roads Focus meeting in November 2018 and actions arising

27. Items for next meeting: Members to advise items for consideration at the next meeting

28. Date, Time and Venue of Next Meeting : Thursday 27th June 2019, 7.30pm at Catshill Village Hall

Catshill & North Marlbrook Parish Council,

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Rebekah Powell
Clerk to the Council 07/05/19