



**Members of Catshill & North Marlbrook Parish Council  
are summoned to attend the  
Annual Parish Council Meeting  
Via Zoom  
Thursday 29<sup>th</sup> April 2021 starting at 7.00pm**

**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. Open Forum: official business is suspended in order to receive representations / reports from:
  - 3.1 Members of the public.
  - 3.2 Worcs County Councillor for the Woodvale Division
  - 3.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook wards.
  - 3.4 Any other community representative
4. Apologies To receive apologies for absence, if any, from members.
5. 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.
6. 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.
7. Previous minutes To consider for approval the minutes of the meeting held 25/03/21
8. Clerk's update to include:
  - 8.1 To agree confirmation of 2021/2022 Insurance cover
  - 8.2 To agree Internet, Email and Social Media policy (document sent with agenda)
9. Finance

To note the current financial situation up to 20<sup>th</sup> April

Bank Reconciliation as at 20/04/2021			
Opening Cash Book balance		£86,117.87	
Add receipts between 1 April - 20 April 2020	35,500.00		
Less payments between 1 April - 20 April 2021	-7,343.74		
<b>Cashbook balance at 20 April 2021</b>		<b>£114,274.13</b>	<b>A</b>
<b>Bank statements at 20 Apr 2021</b>			
Unity Trust Bank	121,313.79		
Add Soldo Card	34.02		
Less unpresented cheques, as list below	7,073.68	<b>£114,274.13</b>	<b>B</b>
<b>Bank balances at 20 Apr 2021</b>			

10. Review of council and staff subscriptions to be agreed
- 10.1 National Association of Local Councils includes WorcsCALC (£1370.88 for 2021/22)
- 10.2 Society of Local Council Clerks (£173 for 2020)
- 10.3 Campaign to Protect Rural England (CPRE) (£36 for 2020)
- 10.4 Parish Online (Mapping Tool) (£126.00 for 2020)
- 10.5 Open Spaces (£45 for 2020)

11. To review Terms of Reference and delegation for committees (documents attached)

12. Committee and Representatives reports

- 12.1 **Planning Committee** – Cllr T Gillespie
- 12.2 **Neighbourhood Plan Steering Group** – Cllr B McEldowney
- 12.3 **Environment and Highways** – Cllr Hooper
- To include Lighting at War Memorial
  - Memorial Garden
  - Lost Pathways – Cllr P Baker
- 12.4 **Any other report** from Parish Council representatives including those for:
- Village Hall Management Committee – Cllr J Bate
  - Communications Group – Cllr Masters

13. Appointment of representatives to external bodies

- 13.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote)
- 13.2 WorcsCALC, Executive Committee (1 member)
- 13.3 Catshill Village Hall management committee (1 member)
- 13.4 North West Ward Association (Catshill Meadow) (1 member)

14. To decide membership of parish council committees and working parties,

- 14.1 To consider appointment of Substitute members for Committees
- 14.2 To agree Chair and Vice Chair to each Committee

<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 <ul style="list-style-type: none"> <li>- Internal Audit working party</li> <li>- Policy and Procedure Working Party</li> </ul>	6 including Chairman <ul style="list-style-type: none"> <li>- 2 Finance &amp; Staffing committee members (non signatories)</li> </ul>
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

15. To set the schedule of meetings for the municipal year 2021/22

- 15.1 To agree to meet on the last Thursday of each month except August and December
- 15.2 To agree the date of the Annual Parish Meeting (if applicable this year)
- 15.3 To agree the number of meetings for each Committee and the dates of the same.

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	
Finance & Staffing <ul style="list-style-type: none"> <li>- Internal Audit working party</li> <li>- Policy and Procedure Working Party</li> </ul>	<ul style="list-style-type: none"> <li>- Quarterly; dates to be agreed (daytime)</li> <li>- Quarterly; dates to be agreed (daytime)</li> </ul>
Planning	

Events Working Group	
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

16. Date and Time of Next Meeting :

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

Carol Blake  
Clerk to the Council 21/04/21