

To the Members of Knighton on Teme Parish Council.
You are required to attend the Annual Meeting of the Parish Council.
To be held on Thursday 9th May 2024 at Knighton on Teme Parish Hall at 7.00pm

AGENDA

1. Elect a Chairman
2. Elect a Vice- Chairman.
3. Accept a declaration of office from elected Chairman
4. Receive apologies and approve reasons for absence
5. Register of interest forms to be completed by anyone with new/additional information.
6. Declare personal or prejudicial interest in any agenda item.

Declarations of Interest:

- a. Register of Interests: Councillors are reminded of the need to update their register of interests.
- b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or any Other 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.

Public Question Time

The time allocated is at the discretion of the 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 meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a disclosable pecuniary interest in a particular issue may address the Council on the issue during public question time subject to the Councillor requesting prior dispensation from the Clerk.

7. Insurance Renewal – To confirm arrangements for insurance cover are in place in respect of all insurable risks.
8. Asset Register – Review of Asset Register
9. Risk Assessment – To consider Risk Assessment for 2024/2025
10. Consider the adoption of the minutes of 7th March 2024 meeting.
11. Finance
 - 11.1 Agree, check and minute accounts and financial report (appendix 1)
 - 11.2 To approve monthly bank reconciliation statement (appendix 2)
 - 11.3 To receive Internal Auditor's Report (Attached)
 - 11.4 To approve Section 1 of the Annual Governance and Accountability Return for financial year to 31st March 2024.
 - 11.5 To approve Section 2 of the Accounting Statements of Annual Return
 - 11.6 To approve signing of Certificate of Exemption AGAR (2023/2024)
 - 11.7 To Minute the Notice of Public Rights of the Annual Governance and Accountability Return
12. Receive progress reports for information from:
 - a. District Councillor/County Councillor
 - b. Local Police Representative
 - c. Public Path Warden
 - d. Councillors
 - e Clerk – Discuss review of Standing Orders and Financial Regulations

Rachel Lambert, Parish Clerk & RFO

Annexe at Whiteleys, Frith Common, Tenbury Wells, Worcs, WR15 8JX

13. Highways Reports

14. Planning

14.1 Applications Received:

PLANNING REF:

14.2 Determinations Received:

PLANNING REF: M/23/01299/HP – Erection of a first floor rear extension and single storey rear extension with roof balcony over to replace existing conservatory. 1 Canal Cottage, Newnham Bridge.
APPROVED FROM MALVERN HILLS DISTRICT PLANNING

PLANNING REF: M/24/00131/HP – Erection of a two storey rear extension. 10 Wyrebrook Orchard, Newnham Bridge.
APPROVED FROM MALVERN HILLS DISTRICT PLANNING

14.3 Planning applications determined under delegated powers – NONE

- 15. Report on matters arising from last meeting.
- 16. Correspondence for information. (Appendix 3)
- 17. Items for future agendas.
- 18. Items for Teme Span and next meeting date.

The Proper Officer for the Council.....Rachel Lambert

Date.....30th April 2024.....