



**Members of Catshill & North Marlbrook Parish Council
are summoned to attend the annual meeting on
Thursday 21st May 2024 starting at 19:00 in Catshill
Village Hall**

Members of the public are welcome to attend for the duration of the meeting and may speak at item 3 to ask questions related to the agenda or to suggest items for future consideration.

C M Blake

Carol Blake

Clerk to the Council 15/05/2024

AGENDA

1. Election of Chairman
2. Election of Vice Chair
3. Chairman's welcome
4. Any applications for co-option to be discussed
5. To receive apologies from any member unable to attend
6. Open Forum : official business is suspended in order to receive representations / reports from:
 - 6.1 Members of the public
 - 6.2 Worcs County Councillor for the Woodvale Division
 - 6.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook wards.
 - 6.4 Any other community representative.
7. 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.
8. To re-open the meeting Parish Councillors and the Chairman may only speak from this point forward.
9. Dispensations
To consider any written requests for dispensation from any Member
10. Previous minutes and matters arising from previous meetings_ To approve the minutes of the Parish Council meeting held on 25/04/2024
11. Chairman's Report to include:
 - 11.1 Committees and attendees for this year

12. Finance

12.1 To receive the payments and receipts report to 14/05/2024 and related budget comparison see below. Note all bills for payment are as approved in the budget

Bank Reconciliation as at 14/05/2024		
Opening Cash Book balance		£105,931.00
Add receipts between 1 April - 14 May 2024	5,681.75	
Less payments between 1 April - 14 May 24	-8,185.85	
Cashbook balance at 14 May 2024		£103,426.90
Bank statements at 14 May 2024		
Unity Trust Bank	108,608.25	
Add Soldo Card	31.14	
Less unrepresented cheques, as list below	5,212.49	£103,426.90
Bank balances at 14 May 2024		

12.2 To present the report from Independent Internal Auditor, Dianne Malley.

12.3 Annual External Audit - To review and approve the completed Annual Governance Statement Section 1 as prepared by the Responsible Finance Officer.

12.4 Annual External Audit - To review and approve the completed Annual Accounting Statements 2023-24 Section 2 as prepared by the Responsible Finance Officer

12.5 Summer quotation for Ivy Cottage Garden

13. Items for discussion:

13.1 Defib maintenance – Cllr Masters

13.2 Remembrance removal of sleepers and retaining wall addition - Cllr Masters

13.3 Chatty Benches update – Cllr Laniosh

13.4 Update on COVID Memorial Garden – Cllr Laniosh/Masters

13.5 Bus Shelter Meadow Rd

13.6 Sticker quotes – Cllr Osman

13.7 Racking for lock up – Cllr Osman

14. **Committee and Representatives Reports**

To include any relevant feedback from working group leads:

14.1 **News Magazine** Cllr P Masters

14.2 **Junior Councillors** – Cllr Laniosh

14.3 **Footpaths Working Group** – Cllr Laniosh

15. **Date and time of next meeting** Thursday 27th June @ 19:00

Excerpt from accounts spreadsheet for May 2024

May-24	How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
Worcestershire County Council		R1	Lengthsman Refund March 2024	301.75			-
O2	d/d	V013	office mobile		18.79	3.13	15.66
Water Plus	d/d	V014	Water Ivy Cottage Gardens		7.91		7.91
Talk Talk	d/d	V015	Broadband for office		52.95	-	52.95
EON	d/d	V016	Electricity for War Memorial		95.68		95.68
JRB Enterprise Ltd	BACS	V017	5 Boxes of Dog waste bags		164.94	27.49	137.45
Meadowfields Ground Maintenance	BACS	V018	Maintain shrubs at gardens in April 2024		237.60	39.60	198.00
Zurich Insurance	BACS	V019	Annual Insurance		1,195.02		1,195.02
Meadowfields Ground Maintenance	BACS	v020	Maintain shrubs at gardens in March 2024		237.60	39.60	198.00
Worcestershire CALC	BACS	V021	CALC Membership		1,491.99	180.67	1,311.32
West Mercia Police		R2	Grant for Road Safety Scheme	5,380.00			
Catshill Games Hub	BACS	V022	Grant for Games Hub		840.00		840.00
Salaries	S/O	v023	Salaries		825.34	-	825.34
Mrs C Blake	BACS	v025	Guidelines		30.00	-	30.00
Soldo	BACS	v026	Top up debit card		50.00		50.00
Soldo card	Soldo	v027	Amazon- Clear wallets and a4 paper		10.38		10.38
			Microsoft monthly fee		7.99		7.99
			Microsoft monthly fee		7.99		7.99
			Zoom monthly fee		15.59		15.59
DM Payroll Services Ltd	BACS	V028	Audit fee		190.00		190.00
			subtotal May/2024	5,380.00	5,429.77	290.49	5,139.28
			total for year to date	5,681.75	8,185.85	421.15	7,764.70

Councillors: B McEldowney (Chairman),
P Masters, S Osman, B Laniosh, J Parry, K Burgess, R Pag, M Amin, S Khafajzadeh