

Tutnall & Cobley Parish Council

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69 Cavendish Street
Worcester
WR5 3DX

Dear Councillor

2 May 2018

You are summoned to attend the **ANNUAL AND ORDINARY MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 8 May 2018 at 7.30pm** in the Community Hall, Tardebigge. Your Clerk will be present before the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely

Lorraine Griffiths

Lorraine Griffiths
Clerk & Proper Officer

A G E N D A

- 1 **Election of Chairman and signing of Declaration of Office**
- 2 **To consider apologies and to approve reasons for absence**
- 3 **Election of Vice Chairman and signing of Declaration of Office**
- 4 **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.

To consider written requests from councillors for the council to grant a dispensation (section 33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to the meeting.

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 Annual Finance:**
- a) **Accounts for the Year Ending 31 March 2018:**
Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets.
 - b) **Annual Governance and Accountability Return for the Year Ending 31 March 2018:**
Notice of annual audit received from PKF Littlejohn; the return date is 11 June 2018. Part 2, sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.
- 6 To Appoint Representatives / Officers:**
Footpath Warden
Tree Warden
Conservation Officer
Community Hall Representative
Charities Representative
- 7 Minutes:** To consider the approval of the minutes of the meetings of the Council on 10 April 2018 (attached).
- 8 PROGRESS REPORTS FOR INFORMATION:**
- a) **Clerk:**
 - b) **Chairman:**
 - c) **District Councillor:**
 - d) **County Councillor**
 - e) **Footpath Warden:**
 - f) **Tree Warden:**
 - g) **Conservation Officer:**
 - h) **Community Hall Representative:**
 - i) **Charities Representative:**
- 9 CORRESPONDENCE FOR INFORMATION:**
- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk> for details on Planning Agendas and Minutes.
 - b) Wellbeing in partnership newsletter – emailed
 - c) NHB Community Grant scheme – emailed
 - d) Bromsgrove District Council Annual Council Meeting – 16th May 2018
 - e) West Mercia Police and Crime Commissioner newsletter – emailed
 - f) Time to Change Champion Information sessions - emailed
- 10 PLANNING MATTERS:**
- a) **Applications for Consideration:**
18/00500/FUL: Variation of Condition Number 4 attached to 17/00949/LBC in relation to the ceiling cornice in the Governor's corridor
 - b) **Refusals:** None received to date
- 11 WINDPUMP:** Proforma invoice attached
- 12 LENGTHSMAN SCHEME:** To consider outstanding issues.
- 13 HIGHWAYS MATTERS:** To consider outstanding issues.
- 14 RISK ASSESSMENT SCHEDULE:** To approve schedule; copy enclosed.

15 FINANCE:

c) Bank Balances: as at 30 April 2018	Current Account	£12,462.29
	30 April 2018 Deposit Account	<u>£3,817.74</u>
	Total Balance	£16,280.03

d) Receipts:

17/014 Lengthsman receipt	£ 160.00
17/016 Lengthsman receipt	£ 94.00
17/013 Lengthsman receipt	£ 336.00
17/015 Lengthsman receipt	£ 226.00
Bromsgrove DC: Precept	<u>£3,640.00</u>
	Total: £4456.00

d) Payments for Approval:

L Griffiths: Salary for April 2018	£ 267.83
Clerk's expenses for April 2018	£ 48.05

CALC & NALC service / affiliation fee:	
£398.85 + £71.14 VAT	£ 469.99
Insurance renewal	£ 335.51
Pat Butts – internal audit	£ 125.00
Worcestershire Steels	£1020.00

Total £2266.38

e) **Unpresented Cheques:** £0.00

f) **Outstanding Invoices:** None

g) **Finance Items - Proposed and Seconded:**

16 COMMENTS FROM MEMBERS: 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.

17 DATE OF NEXT MEETING:

To confirm the date of the next meeting which is scheduled for 5 June 2018 at 7.20pm in the Committee Room, Tardebigge Community Hall.