

CHILDSWICKHAM PARISH COUNCIL

Clerk to the Council David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ
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Notice is hereby given that the Annual Meeting of the Parish Council will be held at 7:30PM, or immediately following the conclusion of the Annual Parish Meeting, on Thursday 9th May 2024 at Childswickham Memorial Hall, WR12 7HF

Press and public are cordially invited to attend

Agenda 05/2024

- 1. Election of Chair** and signing the Declaration of Acceptance of Office
- 2. Election of Vice-Chair**
- 3. Apologies for absence:** To receive apologies and to approve reasons for absence
- 4. Declarations of personal and prejudicial interest**
 - 4.1. Register of Interests:** With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 4.2. Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 4.3. Other Interests:** To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature. *Councillors with an Other Registerable Interest or Non-Registerable Interest may need to leave the room for the relevant items.*
 - 4.4. Dispensations:** To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
- 5. Open Session:** *The meeting will be adjourned for the open session*
 - 5.1. District Councillors:** To receive a brief report
 - 5.2. County Councillor:** To receive a brief report
 - 5.3. Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
- 6. To consider and adopt the minutes** from the Parish Council meeting on the 7th March 2024
- 7. Progress reports:** *To receive a brief update only*
 - 7.1.** Clerk handover
 - 7.2.** Councillor vacancies
- 8. Correspondence**
 - 8.1.** Department for Levelling Up, Housing and Communities: Community Ownership Fund
- 9. Play Area**
 - 9.1.** To review appointment of a play area inspector
- 10. Highways and Lengthsman Scheme**
 - 10.1.** To receive an update on the Lengthsman Scheme and to consider any items for the Lengthsman's work schedule
 - 10.2.** To note receipt of Police and Crime Commissioner Grant Funding (£2,290.00) and to approve the purchase of a Speed Indicating Device
- 11. Parish matters for discussion/decision**
 - 11.1.** To consider a Scheme of Delegation for urgent decisions between scheduled meetings
 - 11.2.** To consider a Planning Delegation Policy for planning matters that fall between scheduled meetings
 - 11.3.** To consider an inspection report for the flowering cherry at the east end of the Green
 - 11.4.** To consider quotes for a dedicated Parish Council website
 - 11.5.** To consider creating a Parish Council Facebook page

12. Planning

12.1. To consider the following applications to be determined by Wychavon District Council:

12.1.1. Nil

13. Annual business as per Standing Orders

13.1. **General Power of Competence:** To review eligibility

13.2. **To review or adopt the following policies and procedures**

13.2.1. Standing Orders

13.2.2. Financial Regulations

13.2.3. Code of Conduct

13.3. **To review insurance, risk and assets**

13.3.1. Risk Management Policy and Risk Register

13.3.2. Insurance cover

13.3.3. Inventory of assets

13.4. **To review appointment to committees, working groups and external bodies**

13.5. **To review the meeting schedule for the year ahead**

14. Finance

14.1. **2023/24 Accounts:** To consider and approve the end of year accounts and bank reconciliation

14.2. **Certificate of Exemption:** To self-certify exemption from external audit

14.3. **Annual Internal Audit Report:** To consider and approve

14.4. **Annual Governance Statement:** To consider and approve

14.5. **Accounting Statements:** To consider and approve

14.6. **Bank mandate:** To review bank signatory arrangements

14.7. **2024/25 Budget expenditure:** To consider and approve

14.8. **2024/25 Bank reconciliation:** To consider and approve

14.9. **Invoices:** To approve the following invoices for payment:

14.9.1. David Hunter-Miller (Clerk's salary and expenses - May)

14.9.2. HMRC (PAYE - May)

14.9.3. Worcestershire CALC (subscription): £606.59

14.10. **Delegated Payments:** To note the following payments approved between meetings:

14.10.1. David Hunter-Miller (Clerk's salary and expenses - April)

14.10.2. HMRC (PAYE - April)

14.10.3. Brian Arrowsmith (Lengthsman): £182.00

14.10.4. Brian Arrowsmith (Lengthsman weedkiller for 2024/25): £70.00

14.10.5. David Hunter-Miller (defibrillator pads): £78.00

15. **Councillors' reports and items for the next agenda:** To provide an opportunity for councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future meetings. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*

16. Date of the next meeting

Dated 3rd May 2024



David Hunter-Miller
Clerk and RFO