



Members of Catshill & North Marlbrook Parish Council are summoned to attend an ordinary meeting on Thursday 28th January 2021 starting at 19:00 Online

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 20/01/2021

AGENDA

1. Chairman's welcome
2. To receive apologies from any member unable to attend
3. ABCD (Asset Based Community Development) Approach & Catshill Presentation
4. Open Forum : official business is suspended in order to receive representations / reports from:
 - 4.1 Members of the public.
 - 4.2 Worcs County Councillor for the Woodvale Division
 - 4.3 Bromsgrove District Councillors for North Catshill, South Catshill and Marlbrook wards.
 - 4.4 Any other community representative.
5. To re-open the meeting Parish Councillors and the Executive Officer may only speak from this point forward.
6. 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.
7. Dispensations To consider any written requests for dispensation from a Member
8. To consider any applications for Co-option
There is currently 1 vacant seat which may be filled by co-option
9. Previous minutes To approve the minutes of the Parish Council meeting held 03/12/2020 and Extraordinary Meeting held on 06/01/2021
10. Chairman's Report to include:
 - 10.1 New Social Prescribing Service for Bromsgrove District
 - 10.2 Wine from Christmas party 2019
 - 10.3 Lengthsman charge increase

11. Clerk's report on delegated actions, progress updates and communications received

11.1 Christmas Food Hampers

11.2 To consider Assistant Clerk vacancy advert

Relevant correspondence available from the Clerk: includes weekly CALC updates, weekly updates from BDC Planning lists, WCC road works lists and reports, Bromsgrove Advertiser,

12. Finance

12.1 To receive the payments and receipts report to 20/01/2021 and related budget comparison see below. Note all bills for payment are as approved in the budget

Bank Reconciliation as at 20/01/2021			
Opening Cash Book balance		£68,644.30	
Add receipts between 1 April - 20 Jan 2021	57,884.39		
Less payments between 1 April - 20 Jan 2021	-36,240.90		
Cashbook balance at 20 Jan 2021		£90,287.79	A
Bank statements at 20 Jan 2021			
Unity Trust Bank	91,790.31		
Soldo card	50.29		
Less unpresented cheques, as list below	1,552.81		
Bank balances at 20 Jan 2021		£90,287.79	B

12.2 Vat Refund

12.3 To consider and agree Dianne Malley Internal Auditor to be appointed for 20/21 accounts

12.4 To consider adding another signatory to Bank Mandate to approve payments

12.5 To consider and approve Risk Register and Risk Assessment & Management Policy

13. **Committee and Representatives Reports**

To include any relevant feedback from working group leads:

13.1 **Neighbourhood Plan Steering Group**

13.2 **Environment and Highways Committee** (Cllr I Hooper)

13.3 **Planning Committee** – (Cllr T Gillespie)

13.4 **Finance and Staffing Committee** (Cllr P Baker)

13.5 **Events Committee** (Cllr P Masters)

Any other report from Parish Council representatives including those for:

13.6 **Village Hall Management**

13.7 **To note any relevant updates in relation to:** (Cllr P Baker)

- **Whitford Vale and Perryfields Development**

14. **Date and time of next meeting**

Excerpt from accounts spreadsheet for Jan 2021

Vat Ref	How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
	d/d	v151	Bank charge, 3rd quarter		18.00	-	18.00
		R10	VAT Refund HMRC	2,445.39			
243 1700 02	BACS	v152	Response Plus Service		6.12	1.02	5.10
	BACS	v153	Top up debit card: Transfer to soldo		100.00		100.00
778 6037 85	d/d	v154	office mobiles		40.42	6.74	33.68
803892226	D/D	v155	Grenke Leasing for Copier		76.97	12.83	64.14
	d/d	v156	Office phone and broadband - Nov 2020		44.45		44.45
	BACS	v157	Lengthsman Dec		200.00		200.00
	S/O	v158-v160	Jan Salaries		1,197.66		1,197.66
	BACS	V161	Month 4,5, 9 PAYE & NI		149.03		149.03
		R11	Lengthsman reimbursement	210.00			
905 3406 40	Soldo	v162	Zoom		14.39	2.40	11.99
			Microsoft monthly sub		7.99		7.99
786638077			Ink for home printer		57.54	9.59	47.95
				2,655.39	1,812.57	32.58	1,779.99
			Total for year to 31/03/2021	57,884.39	36,240.90	2,604.15	33,636.75

Councillors: B McElDowney (Chairman), J Alderson, P Baker, J Bate, G Blackmoor, T Gillespie, I Hooper, M Johnson, P Masters, S Osman, N Ward