



**Members of Catshill & North Marlbrook Parish Council  
are summoned to attend an ordinary meeting on  
Thursday 28<sup>th</sup> September 2023 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 20/09/2023

**AGENDA**

1. Chairman's welcome
2. To receive apologies from any member unable to attend
3. To consider any applications for Co-option
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. 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.
6. To re-open the meeting Parish Councillors and the Chairman may only speak from this point forward.
7. Dispensations  
To consider any written requests for dispensation from any Member
8. Previous minutes and matters arising from previous meetings\_ To approve the minutes of the Parish Council meeting held on 27/07/2023
9. Chairman's Report to include:
  - 9.1 To discuss purchasing another VAS
  - 9.2 To discuss purchase of Chatty Bench

- 9.3 Grant Request from CAB
- 9.4 Grant request for urgent roof repaid Catshill Village Hall
- 9.5 Addition of Parish Council logo on dog poo dispensers

10. Finance

10.1 To receive the payments and receipts report to 18/09/2023 and half yearly related budget comparison see below. Note all bills for payment are as approved in the budget

|   |            |                    |          |
|---|------------|--------------------|----------|
| <b>Bank Reconciliation as at 20/09/2023</b>         |            |                    |          |
| <b>Opening Cash Book balance</b>                    |            | <b>£102,483.02</b> |          |
| <b>Add receipts between 1 April - 18 Sept 2023</b>  | 26,626.80  |                    |          |
| <b>Less payments between 1 April - 18 Sept 2023</b> | -37,851.76 |                    |          |
| <b>Cashbook balance at 18 Sept 2023</b>             |            | <b>£91,258.06</b>  | <b>A</b> |
| <b>Bank statements at 18 Sept 2023</b>              |            |                    |          |
| Unity Trust Bank                                    | 93,122.70  |                    |          |
| Soldo account                                       | 36.35      |                    |          |
| Less unpresented cheques, as list below             | 1,900.99   |                    |          |
| <b>Bank balances at 18 Sept 2023</b>                |            | <b>£91,258.06</b>  | <b>B</b> |

10.2 To receive the External Auditor's report on the parish council's 2022/23 accounts

10.3 To receive half yearly budget figures

11. **Items for discussion:**

- 11.1 Remembrance Service event
- 11.2 Halloween event – Cllr Parry
- 11.3 Bonfire event
- 11.4 Costing for maintaining The Dock and COVID Memorial Garden – Cllr Osman
- 11.5 Covid memorial garden quotes – Cllr Osman

12. **Committee and Representatives Reports**

To include any relevant feedback from working group leads:

- 12.1 **Planning, Highways and Env Committee** – Cllr Osman
- 12.2 **Newsletter** Cllr P Masters
- 12.3 **Junior Councillors** – Cllr Laniosh
- 12.4 **Footpaths Group** – Cllr Laniosh

13. **Date and time of next meeting** Thursday 19<sup>th</sup> October @ 19:00

Excerpt from accounts spreadsheet and half yearly budget figures for September 2023

| <b>Sep-23</b>                     |           | <b>Description</b>                    | <b>Receipts</b>  | <b>Payments<br/>Gross</b> | <b>Payments<br/>VAT</b> | <b>Payments<br/>Net</b> |
|-----------------------------------|-----------|---------------------------------------|------------------|---------------------------|-------------------------|-------------------------|
| Talk Talk                         | v087      | Office phone and broadband - Aug 2023 |                  | 49.95                     |                         | 49.95                   |
| O2                                | v088      | office mobile                         |                  | 17.28                     | 2.88                    | 14.40                   |
| Water Plus                        | v089      | Water Ivy Cottage Gardens             |                  | 7.81                      |                         | 7.81                    |
| Chris Cooke                       | v090      | Lengthsman Aug 23                     |                  | 302.70                    | 50.45                   | 252.25                  |
| Meadowfields Ground Maintenance   | v091      | Maintain shrubs at gardens Aug 2023   |                  | 237.60                    | 39.60                   | 198.00                  |
| PKF Littlejohn LLP                | v092      | Audit fee 22/23                       |                  | 378.00                    | 63.00                   | 315.00                  |
| Sept Salaries                     | v093 - 94 | Sept Salaries                         |                  | 930.78                    | -                       | 930.78                  |
| Mrs C Blake                       | v095      | Working from home allowance           |                  | 24.00                     |                         | 24.00                   |
| Worcestershire County Council     | R6        | Lengthsman Refund June 2023           | 252.25           |                           |                         | -                       |
| Cllr B McEldowney                 | V096      | Expenses Aug 2023                     |                  | 27.91                     |                         | 27.91                   |
| Soldo Card -Microsoft monthly fee | v097      | Monthly fee                           |                  | 7.99                      |                         | 7.99                    |
| Soldo Card -Zoom monthly fee      |           | Monthly fee                           |                  | 15.59                     | -                       | 15.59                   |
|                                   |           |                                       |                  |                           |                         |                         |
|                                   |           |                                       | 252.25           | 1,999.61                  | 155.93                  | 1,843.68                |
|                                   |           | <b>Total for year to 31/03/2023</b>   | <b>26,626.80</b> | <b>37,851.76</b>          | <b>3,463.90</b>         | <b>34,387.86</b>        |

| <b>RECEIPTS to date 20/09/2023</b> | <b>Agreed budget 2023/2024</b> | <b>Budget summary</b> | <b>Actual as at 20/09/2023</b> |
|------------------------------------|--------------------------------|-----------------------|--------------------------------|
| Precept                            | 50805                          | 50,805                | 25,402.50                      |
| Interest                           | 0                              | -                     |                                |
| Lengthsman reimbursement           | 3000                           | 3,000                 | 1,224.30                       |
| Donations / grants                 | 0                              | -                     | -                              |
| Newsletter advertising             | 0                              | -                     |                                |
| VAT Refund                         | 3300                           | 3,300                 |                                |
| Other income                       | 0                              | -                     |                                |
| Capital Reserve Fund               | 30000                          | 30,000                |                                |
| <b>Total receipts</b>              | <b>87,105</b>                  | <b>87,105</b>         | <b>26,626.80</b>               |
| <b>PAYMENTS to date 20/09/2023</b> |                                |                       |                                |
| Staff Costs                        | 31,500                         | 31,500                | 5,952.48                       |
| Administration                     | 5,300                          | 5,300                 | 754.42                         |
| CALC                               | 2,160                          | 2,160                 | 1,212.97                       |
| Auditor Fees                       | 500                            | 500                   | 495.00                         |
| Training                           | 1,500                          | 1,500                 | -                              |
| Insurance                          | 1,220                          | 1,220                 | 1,143.74                       |
| Chairman's Allowance               | 450                            | 450                   | -                              |
| Elections / by-elections           | -                              | -                     | -                              |
| Grants/Donations                   | 6,000                          | 6,000                 | 2,350.00                       |
| Events                             | 5,500                          | 5,500                 | 7,939.71                       |
| Communications                     | 4,000                          | 4,000                 | 1,945.00                       |
| Gardens                            | 4,825                          | 4,825                 | 2,908.06                       |
| War Memorial                       | 250                            | 250                   | 163.35                         |
| Lengthsman                         | 3,000                          | 3,000                 | 1,434.00                       |
| Environment                        | 2,000                          | 2,000                 | 1,192.58                       |
| Neighbourhood Plan                 | 1,000                          | 1,000                 | -                              |
| Capital Projects                   | 14,500                         | 14,500                | 6,135.90                       |
| S.137                              | 100                            | 100                   | -                              |
| VAT                                | 3,300                          | 3,300                 |                                |
|                                    |                                |                       |                                |
| Payments: Revenue Budget           | <b>87,105</b>                  | <b>87,105</b>         | 33,627.21                      |
|                                    |                                |                       |                                |
| <b>VAT paid</b>                    |                                | -                     | 3,463.90                       |
| <b>Total payments</b>              | <b>87,105</b>                  | <b>87,105</b>         | 37,091.11                      |
|                                    |                                |                       |                                |

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