



**Members of Catshill & North Marlbrook Parish Council
are summoned to attend the
Annual Parish Council Meeting
at Catshill Village Hall, Golden Cross Lane on
Thursday 21st May 2015 starting at 7.30pm**

ALL MEETINGS ARE OPEN TO THE PUBLIC

Prior to the start of the meeting all parish council members will be expected to sign, or will have already signed, their Declarations of Acceptance of Office and delivered same to the Clerk.

AGENDA

1. Election of Chairman and signing of Chairman's Declaration of Acceptance of Office
2. Co-option of members to fill the vacant seats in Woodrow (2 vacant seats) and Lower Marlbrook (1 vacant seat). Application forms will be circulated to members in advance of the meeting and voting must be by show of hands unless a request is made for a signed ballot.
3. Election of vice-Chairman
4. Open Forum To adjourn the meeting:
 - 4a) To hear representations from members of the public
 - 4b) To receive reports from:
 - Worcestershire County Councillor for the Woodvale Division (Sheila Blagg's annual report for 2014/15 has been emailed to members);
 - Bromsgrove District Council's representatives for North Catshill, South Catshill and Marlbrook
 - Any other community representative eg local Community Support Officer.
5. Apologies To receive apologies for absence, if any, from members
6. Declarations of Interest
 - a) Register of Interests: All councillors are reminded of the need to complete their form and submit to the Monitoring Officer at Bromsgrove DC by 04/06/2015;
 - b) To 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) To 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 request for dispensation from a member who may have a DPI or ODI to allow them to stay/speak/vote in the meeting during consideration of the relevant item.
8. Previous minutes To consider for approval the minutes of the meeting held 30/04/2015
9. To review Delegation Arrangements (section C3, Induction folder)
To include recent delegations including arrangements for the annual bonfire and fireworks event; arrangements for the new garden at The Dock; arrangements for the termly newsletter.
10. To review Terms of Reference for committees (section C2, Induction folder)
11. To decide membership of parish council committees and working parties

<u>Committee</u>	<u>Number of members</u>
Environment & Highways	6 including Chairman
Finance & Staffing	5 including Chairman
- Internal Audit working party	- 2 Finance & Staffing committee members
Planning	6 plus Chairman
War Memorial working party	Min 3 parish councillors

12. Review of Standing Orders and Financial Regulations (sections C1 and D1, Induction folder)

13. Review of any joint working arrangements with other local authorities
 - 13a) Lengthsman Scheme, via Worcestershire County Council
 - 13b) Sharing of administrative function with Bournheath PC (informal arrangement for shared use of printers and telephone)
14. Appointment of representatives to external bodies
 - 14a) Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote)
 - 14b) WorcsCALC, Executive Committee (1 member)
 - 14c) Catshill Village Hall management committee (1 member)
 - 14d) North West Ward Association (Catshill Meadow) (1 member)
 - 14e) Marlbrook Tip working party (1 member)
 - 14f) Safer Neighbourhoods Team liaison (1 member)
15. Review of asset register (section D3, Induction folder)
16. Confirmation of Insurance cover copy available and provided (via email/paper) to members
17. Review of council and staff subscriptions
 - 17a) National Association of Local Councils includes WorcsCALC (£856.79 for 2015/16)
 - 17b) Society of Local Council Clerks (£189 for 2015 shared with Bournheath PC, ratio 7:3)
 - 17c) Campaign to Protect Rural England (CPRE) (£36 for 2015)
18. Review of policies (all available via parish council website and emailed/paper copies to members)
 - 18a) Complaints Procedure;
 - 18b) Freedom of Information
 - 18c) Data Protection;
 - 18d) Press and Media Policy
19. To set the schedule of meetings for the municipal year 2015/16
 - 19a) To agree to meet on the last Thursday of each month except August and December
 - 19b) To agree the date of the Annual Parish Meeting as 21st April 2016
 - 19c) To agree committee dates as follows:

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	11/06/2015; 10/09/2015; 03/12/15; 10/03/2016
Finance & Staffing - Internal Audit working party	09/07/2015; 08/10/2015; 12/11/15; 07/01/2016; 12/05/16 - At least bi-annually; dates to be agreed
Planning	As required ie within 21 days of planning notification
War Memorial working party	As agreed between members

20. Clerk's update and list of communications
Clerk to provide progress report on items from previous meetings
Reminder of County Parish Conference on Thursday 4th June at County Hall 6pm
Invitation to attend Bromsgrove area CALC meeting on Wednesday 10th June 2015
21. Councillors' reports
 - 21.1 School car parking (Cllr B McEldowney)
22. **FINANCE**
 - 22.1 Annual Audit To receive report from Independent Internal Auditor and update
 - 22.2 Financial Report To note the current financial situation and bills for payment
23. **New Homes Bonus**
To consider funding application for community project
24. Items for next meeting : Members to advise items for consideration at the next meeting
25. Date, Time and Venue of Next Meeting : Thursday 25th June 2015, 7.30pm at Catshill Village Hall