



**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 18th May 2017 starting at 7.30pm**

ALL MEETINGS ARE OPEN TO THE PUBLIC

AGENDA

1. Election of Chairman and signing of Chairman's Declaration of Acceptance of Office
2. Co-option
There are currently 2 vacant seats on the Parish Council which it is hoped will be filled by Co-option.
3. Election of vice-Chairman
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. Apologies To receive apologies for absence, if any, from members
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 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 27/04/17
9. To review Delegation Arrangements (document circulated)
10. To review Terms of Reference for Committees (document circulated)
11. To decide membership of Parish Council Committees and Working Parties, including the election of Chair and Vice Chair to each

<u>Committee</u>	<u>Number of members</u>
Environment & Highways	6 including Chairman
Finance & Staffing - Internal Audit working party	5 including Chairman - 2 Finance & Staffing committee members (non signatories)
Planning	6 plus Chairman
Communications	2 Parish Councillors plus Clerk
Neighbourhood Planning Steering Group	Min 3 Parish Councillors
Bonfire Working party	Min 2 Parish Councillors
Christmas Meal Working party	Min 2 Parish Councillors

12. To note the updated Policy Review Calendar and review of the following (documents circulated):
 - 12.1 Standing Orders (last reviewed January 2017)
 - 12.2 Financial Regulations (last reviewed January 2017)
 - 12.3 Complaints Procedure (last reviewed January 2017)

- 12.4 Freedom of Information policy (last reviewed January 2017)
- 12.5 Data Protection policy (last reviewed October 2016)
- 12.6 Press and Media Policy (last reviewed February 2016)
- 12.7 Code of Conduct (last reviewed May 2017)

13. Review of Asset Register

14. Review of any joint working arrangements with other local authorities

14.1 Lengthsman Scheme, via Worcestershire County Council

15. Appointment of representatives to external bodies

- 15.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote)
- 15.2 WorcsCALC, Executive Committee (1 member)
- 15.3 Catshill Village Hall management committee (1 member)
- 15.4 North West Ward Association (Catshill Meadow) (1 member)
- 15.5 Marlbrook Tip working party (1 member)

16. Review of Insurance cover (documents circulated)

To agree which level/type of cover to purchase

17. Review of council and staff subscriptions

- 17.1 National Association of Local Councils includes WorcsCALC (1179.42 for 2017/18)
- 17.2 Society of Local Council Clerks (£141 for 2017)
- 17.3 Campaign to Protect Rural England (CPRE) (£36 for 2017)

18. To set the schedule of meetings for the municipal year 2017/18

- 18.1 To agree to meet on the last Thursday of each month except August and December
- 18.2 To agree the date of the Annual Parish Meeting as 12th April 2018
- 18.3 To agree committee dates as follows:

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	15/06/17; 07/09/17; 11/01/18; 08/03/18
Finance & Staffing - Internal Audit working party	20/07/17; 12/10/17; 16/11/17; 08/02/18; 10/05/18 - Quarterly; dates to be agreed
Planning	(25/05/17); 22/06/17; 13/07/17; 24/08/17; 21/09/17; 19/10/17; 23/11/17; 14/12/17; 18/01/18; 15/02/18; 22/03/18; 19/04/18; 24/05/18
Communications	As agreed between Members
Neighbourhood Planning Steering Group	As agreed between Members
Bonfire Working party	As agreed between Members
Christmas Meal Working party	As agreed between Members

19. Clerk's update and list of communications

- 19.1 Parishioner Contact Log
- 19.2 To note the need for some authorised corrections to the FPC minute numbering
- 19.3 To note the receipt of Parish Council and Neighbourhood Plan Steering Group Identity badges

Relevant correspondence available from the Clerk: includes PCC Newsletter April 2017, NRSWA reports, weekly CALC updates May 17, weekly Planning Lists May 17, Wellbeing in Partnership Newsletter May 2017, Worcestershire Voices E-bulletin, Bromsgrove Advertiser, Neighbourhood Watch alerts, M5 J4a to M6 Closures, Fieldwork: CPRE's latest campaigning news and ideas

20. Committee and Representatives Reports

Background papers available

20.1 Finance and Staffing Committee – 11/05/17 (Cllr P Baker) document circulated; draft minutes to follow

To include agreement of the division of Specific and Emergency Parish Council Reserves as recommended by the Committee

To include agreement of the use of Beverley Building Society for the Parish Council Savings

Account, with interest rate of 0.25%, as recommended by the Committee **Decisions Required**

20.2 Any other report from Parish Council representatives including those for:

- CPRE North Worcestershire Meeting – 09/05/17 (Cllr B McEldowney)
- Catshill Village Hall Management Committee – 15/05/17 (Cllr O Sweeting)
- Internal Accounts Scrutiny, quarter 4 (Cllr T Gillespie)
- Neighbourhood Plan Workshop – 13/05/17 (Cllr B McEldowney)

21. To consider and provide comment regarding the proposal for a disabled parking space on Aintree Close, Catshill (document circulated) (Views to be submitted by 23rd May 2017)
22. To consider and agree the next course of action to shore up the edge of the Garden at the Dock
23. Finance
 - 23.1 to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (spreadsheet for May to be circulated);
24. Items for next meeting: Members to advise items for consideration at the next meeting
25. Date, Time and Venue of Next Meeting : Thursday 29th June 2017, 7.30pm at Catshill Village Hall

Catshill & North Marlbrook Parish Council,

Catshill Village Hall, Golden Cross Lane, Catshill, B61 0JZ

tel: 01527 873266 / 07813 671899

e-mail: clerk@catshillandnorthmarlbrook-pc.gov.uk

website: www.catshillandnorthmarlbrook-pc.gov.uk

Rebekah Powell

Clerk to the Council 09/05/17

Councillors: O Sweeting (Chairman), B McEldowney (Vice-Chairman), P Baker, M Ball, J Bate, G Blackmoor,

T Gillespie, M Knight, P Masters, M Shepheard, N Ward