



**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 31st May 2018 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. Election of vice-Chairman
3. 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
4. Apologies To receive apologies for absence, if any, from members.
To include consideration of an agreement for an extended period of absence from the Council for Cllr G Blackmoor
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. 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.
7. Previous minutes To consider for approval the minutes of the meeting held 26/04/18
8. Members Questions
To receive an update on the Land Registry at the War Memorial (Cllr Sweeting)
To set a date for the next newsletter distribution
9. Clerk's update and list of communications
Clerk to provide progress report on items from previous meetings to include:
 - 9.1 Parishioner Contact Log
 - 9.2 Completion of Clerk Appraisal
 - 9.3 Christmas Lights
 - 9.4 GDPR update

Relevant correspondence available from the Clerk: includes Worcestershire Voices May 2018 update, Bromsgrove Advertiser, WCC Road Verge Management leaflet, Superfast Worcestershire Newsletter, Dementia Friends Champion Induction Information, Highways England Traffic Management Bulletin, NRSWA, Wellbeing in Partnership, Memories and Muffins event with Dementia Action Alliance, CPRE, Basement Project Newsletter, weekly CALC updates, weekly planning lists.
10. Committee and Representatives reports
 - 10.1 **Finance and Staffing Committee** – 08/05/18 (Cllr P Baker)
To note the agreement to complete the purchase of Christmas Lights
 - 10.2 **Planning Committee** – 24/05/18 (Cllr T Gillespie)
To note responses to 'Bromsgrove District Council Plan Review Issues and Options consultation' and 'Unauthorised Developments and Encampments consultation'

10.3 **Neighbourhood Plan Progress** – (Cllr B McEldowney)

10.4 **Any other report** from Parish Council representatives including those for:

- Village Hall Management Committee – Cllr J Bate
- GDPR Seminar – Cllr P Baker
- News Magazine – Clerk

11. To review Delegation Arrangements for the Clerk (document circulated)
12. To review Terms of Reference and delegation for committees (document circulated)
13. Review of updated Asset Register (document circulated)
14. Confirmation of Insurance cover to include consideration and agreement of the increase of fidelity cover following advice from the Internal Auditor (document to be circulated)
To note the adjusted premium following submission of the new asset register
15. Review of any joint working arrangements with other local authorities (documents circulated)
- 15.1 Lengthsman Scheme, via Worcestershire County Council (to note amendment)
16. Appointment of representatives to external bodies
- 16.1 Worcestershire County Association of Local Councils (WorcsCALC) Bromsgrove area meeting (all members invited to quarterly meetings but only 2 members may vote)
- 16.2 WorcsCALC, Executive Committee (1 member)
- 16.3 Catshill Village Hall management committee (1 member)
- 16.4 North West Ward Association (Catshill Meadow) (1 member)
- 16.5 Marlbrook Tip working party (1 member)
- 16.6 Dementia Friends Group (1 Member)
17. Review of council and staff subscriptions
- 17.1 National Association of Local Councils includes WorcsCALC (£1243.93 for 2018/19)
- 17.2 Society of Local Council Clerks/Association of Local Council Clerks (£121 for 2018, ALCC paid by Clerk)
- 17.3 Campaign to Protect Rural England (CPRE) (£36 for 2018)
- 17.4 Parish Online (Mapping Tool) (£117.16 for 2018)
18. To decide membership of parish council committees and working parties, to include election of Chair and Vice Chair to each (to include the recently agreed Events Steering Group)

<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
Neighbourhood Planning Steering Group	Min 3 Parish Councillors
Events Steering Group	Min 3 Parish Councillors
Communications Working Group	Min 2 Parish Councillors and Clerk

19. To set the schedule of meetings for the municipal year 2018/19
- 19.1 To agree to meet on the last Thursday of each month except August; December and the meeting referred to in 19.2.
- 19.2 To agree that the Annual Parish Council Meeting be held on 23/05/19 due to this being an election year.
- 19.3 To agree the date of the Annual Parish Meeting as 11th April 2019 (being before the Easter break)
- 19.4 To agree the number of meetings for each Committee and the dates of the same. All Committee meetings to be held in Catshill Village Hall Committee Room (please note those dates in red are subject to removal):

<u>Committee</u>	<u>Dates of meetings</u>
Environment & Highways	14/06/18; 20/09/18; 17/01/19; 14/03/19
Finance & Staffing - Internal Audit working party	19/07/18; 11/10/18; 15/11/18; 14/02/19; 16/05/19 - Quarterly; dates to be agreed

Planning	21/06/18; 12/07/18; 22/08/18 ; 13/09/18; 18/10/18; 22/11/18; 12/12/18 ; 24/01/19; 21/02/19; 21/03/19; 18/04/19; 30/05/19
Neighbourhood Planning Steering Group	As agreed between members
Bonfire Working party	As agreed between members

NB: Dates proposed are subject to alteration throughout the year

20. To note the review of the following policies and documents (circulated):
- 20.1 Standing Orders (May 2018)
 - 20.2 Financial Regulations (February 2018)
 - 20.3 Complaints procedure (February 2018)
 - 20.4 Freedom of Information Policy (February 2018)
 - 20.5 Privacy Policy (Data Protection) (May 2018)
 - 20.6 Employee Appraisal Policy (February 2018)
 - 20.7 Member Employee Protocol (January 2017 – bi annual review)
21. To review the following policies and documents (circulated):
- 21.1 Press and Media (Communications policy)
 - 21.2 Code of Conduct
 - 21.3 Privacy Notices x 2
 - 21.4 Consent Form
22. Finance
- 22.1 Annual Audit To receive and note the report from Independent Internal Auditor (documents circulated)
 - 22.2 Annual Audit To review and approve the completed Annual Governance Statement as prepared by the Responsible Finance Officer. (documents circulated)
 - 22.3 Annual Audit To review and approve the completed Annual Accounting Statements 2017-18 as prepared by the Responsible Finance Officer (documents circulated)
 - 22.4 To note the current financial situation and bills for payment
To include a report in relation to the expenditure of the Neighbourhood Plan Grant
 - 22.5 To agree the opening of a Savings Account for the Council's emergency fund (Cllr P Baker)
 - 22.6 To agree the renewal of the domain name catshillandnorthmarlbrook-pc.gov.uk at the value of £70 plus VAT for two years
23. To consider the application for the provision of a disabled persons' parking space outside Flat 36, Byron Way, Catshill, Bromsgrove (document circulated)
24. To appoint Councillors and set a date for the Summer Garden Competition assessment
25. To agree the method by which the Clerk will carry out CiLCA training (documents circulated)
26. Items for next meeting: Members to advise items for consideration at the next meeting
27. Date, Time and Venue of Next Meeting : Thursday 28th June 2018, 7.30pm at Catshill Village Hall

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Rebekah Powell
 Clerk to the Council 24/05/18