

# WARNDON PARISH COUNCIL

**THE ANNUAL MEETING OF THE PARISH COUNCIL** will be held on  
Monday 14<sup>th</sup> May 2017 at Lyppard Hub commencing at 7.30pm

## AGENDA

1. Election of Chairman and signing of Declaration of Office
2. To consider apologies and approve reasons for absence
3. Election of Vice Chairman
4. Declarations of Interest & consideration for requests for Councillor Dispensations in line with s33 of the Localism Act 2011:
  - Councillors are reminded to update their Registers of Interest if required
  - To declare any personal or prejudicial interests on items on this agenda
5. To note New Model Standing Orders and to consider reviewing/adopting them at the next meeting
6. To note the Code of Conduct
7. To consider Schemes of Delegation and to appoint Members to the following:
  - Urgent Business Committee
  - Planning Committee
  - Finance Working Group
8. To review the Council's Financial Regulations, risk assessments and insurance policy  
(The Council may wish to delegate this to the Finance Working Group to report back to a future meeting)
9. To appoint individual Councillors to the following roles/responsibilities:
  - Finance Portfolio Holder
  - Environment Portfolio Holder
  - Planning & Rights of Way Portfolio Holder
  - Leisure & Community Affairs Portfolio Holder
  - Newsletter co-ordination
  - Website development
  - Neighbourhood Planning
  - Allotments
10. To appoint Councillors to each of the following outside bodies:
  - Two Councillors to the Worcs CALC Area Meeting
  - One Councillor to serve on the Worcs CALC Executive
  - Lyppard Hub Management Board
  - Worcester City Standards Committee

(The meeting may be suspended at this point to allow  
Members of the Public to address the Council)

11. To approve the Minutes of the previous Parish Council meeting held 9<sup>th</sup> April 2018

12. To receive reports from:

- Police including VAS stats.
- County Councillor
- Ward Councillors

13. To receive Environmental reports from:

- Councillors
- Parish Warden

14. Financial & Governance Matters

- Audit 2017/18 update.
- Insurance renewal 2018/19
- Data protection – to consider appointing a DPO
- Lengthsman contract renewal 2018/19

15. Planning & Rights of Way Matters

- Current applications / decisions
- Neighbourhood Planning

16. Public Spaces Protection Order Consultation on the Consumption of Alcohol  
(Worcester City Council)

17. Leisure & Community affairs

- Allotments update
- Defibrillators update
- Fete 2018 update
- Newsletter update

18. To receive reports from outside bodies:

- Lyppard Hub Management Board
- Worcester City Standards Board
- CALC updates which affect the Parish

19. Councillors reports and items for future agendas

20. Report of the Clerk:

Approval of accounts for payment

- £406.07 Clerks salary
- £20.79 Clerk telephone / broadband expenses
- £60.00 Society of Local Council Clerks annual subscription
- £1446.78 CALC / NALC annual subscription
- £142.80 Rialtas software annual support fee
- £879.02 Came & Co annual insurance policy renewal
- £1008.00 Groundwork UK funding return (as agreed previous meeting – bacs xfer completed)

Income received

- £10.00 Allotment admin fee received
- £2743.00 Worcester City annual grant payment
- £51209.50 Worcester City precept (first instalment)

**Date of Annual Parish Meeting: 21<sup>st</sup> May 2018**

**Date of next Parish Council meeting: Monday 4<sup>th</sup> June 2018**

M. Alexander  
Clerk