



Catshill & North Marlbrook Parish Council
Catshill Village Hall, Golden Cross Lane
Catshill, BROMSGROVE B61 0JZ

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NOTICE OF MEETINGS

Parish Council meetings are held on the last Thursday of every month except August and December. Here are the next three meeting dates:

THURSDAY 19th MAY 2011 (Annual Parish Council Meeting)

THURSDAY 30th JUNE 2011

THURSDAY 28th JULY 2011

The meetings are held at **CATSHILL VILLAGE HALL, GOLDEN CROSS LANE, B61 0JZ**

Members of the public are welcome to attend the whole meeting and may address or put questions to the Parish Council during Open Forum on any matter connected with the Agenda, or for inclusion on future agendas.

The County and District Council representatives and the Community Support Officers are invited to address the Parish Council during Open Forum on matters relevant to the parish.

Any Parish Councillor who has a personal interest as defined by the Members' Code of Conduct in any matter that is to be discussed in the meeting, must declare that interest as early as possible in the meeting; if that interest is also prejudicial he/she may speak on that matter during Open Forum only and must leave the meeting for the duration of any discussion and/or vote relating to the matter.

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Gill Lungley MILCM
Clerk to the Council
12th May 2011

CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Members of Catshill and North Marlbrook Parish Council are hereby required to attend the **Annual Parish Council Meeting on Thursday 19th May 2011, 7.30pm at Catshill Village Hall**

AGENDA

1. Appointment of Chairman The current Chairman (Cllr G Witcomb) will chair this item and depending on the outcome of the members' vote will either cede the chair to a new chairman or will continue in the role for another year.
2. Apologies To receive apologies for absence, if any, from members
3. Co-options
To consider and action as soon as possible the co-option of suitable candidates to fill the current vacancies ie one further member to represent Catshill Village Ward, 2 further members to represent Barley Mow Ward and 2 members to represent Marlbrook Ward
4. Members' Declarations of Interest
To declare any personal and prejudicial interest and the reason for it; members are reminded to submit their forms for the Register of Members' Interests to the Clerk by 5th June 2011 at the latest.
5. Appointment of Vice-Chairman
6. Previous minutes To consider for approval the minutes of the meeting held 28/04/2011 **A**
7. To follow the order of business as outlined in Standing Orders (Standing Order 2j) **B**
Including:
 - a) Review of delegation to the Clerk **C**
 - b) Appointment to Committees (Terms of Reference provided) **D**
 - Environment & Highways Committee (min. 6 members; inc 1 from each ward)
 - Events Committee including Communications Group, (min. 5 members)
 - Finance Committee (min. 5 members)
 - Planning Committee (min. 6 members)
 - Staffing Committee (min.3 members)To note the committee that deals with Grievances / Complaints is made up as required from any 5 members as agreed by the Chairman and Vice-Chairman
 - c) Appointment to working parties / groups:
 - Parish Plan Group
 - d) Appointment of Representatives to other bodies:
 - Worcestershire County Association of Local Councils (2 members, includes 1 rep from this Parish Council to the WorcsCALC Executive Committee)
 - Bromsgrove Area Parish Councils' Forum (2 members)
 - Parish Footpath Officer (currently Cllr M Shephard)
 - North West Ward Association (currently Cllr G Blackmoor)
 - e) Appointment of Independent Internal Auditor (currently D Malley, MAAT)
 - f) Appointment of internal auditor (council member) to carry out quarterly review

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- g) Review of complaints procedure E
- h) Review of Press/Media Policy F
8. To adjourn the meeting for **Open Forum** : to hear reports from County, District and Community representatives, representations from members of the public and any representations from parish council members who have declared a prejudicial interest
9. To re-open the meeting and receive the Chairman's report
10. Clerk's update and list of communications
Clerk to provide progress report of items from previous meetings
11. Committee and Representatives Reports
There have been no committee meetings since the last Parish Council meeting
12. Planning Notifications
To consider this council's response to the following applications:
Log 505: 11/0360 10 Churchstone Close, B61 9HL – Proposed first floor side extension
Log 506: 11/0370 Catshill Dental Surgery, 119 Golden Cross Lane B61 0LA – Proposed two storey rear extension to dental surgery to create a new staff rest room & decontamination rooms
Log 507: 11/0390 1 Cottage Lane, B60 1DP - Single storey ground floor extension
13. Parish Plan - To adopt the Parish Plan for Catshill and North Marlbrook
14. Annual Audit
To receive report from Independent Internal Auditor (also to note the Parish Council's accounts are now subject to the 4-weeks' period of public scrutiny) G
15. Relationship with Worcestershire County Council – To agree working arrangements H
16. Councillor Training – To arrange training for new and existing members I
17. Request for support – NWWA is seeking admin support for their planning application for 5-a-side football structure – planning application to be approved in principle
18. Financial Report (to follow)
To receive information relating to the current financial status and bills for payment
19. Items for next meeting : Members to advise items for consideration at the next meeting
20. Date, Time and Venue of Next Meeting : Thurs 30th June 2011, 7.30pm Catshill Village Hall

Gill Lungley MILCM
Clerk to the Council
12th May 2011