

# ROUS LENCH PARISH COUNCIL.

Clerk to the Parish Council: Ms Hazel Robinson. Tel: 07882617730

20 Church Road, Malvern, Worcestershire, WR14 1LT

Email: [rouslenchpc@gmail.com](mailto:rouslenchpc@gmail.com)

Website: <http://e-services.worcestershire.gov.uk/myparish/>

**The Annual Parish Council Meeting will be held on Monday May 22<sup>nd</sup> 2017 at 7.30pm in Rous Lench Village Hall.**

**The meeting is open to all members of the public and the press are cordially invited to be present.**

## AGENDA.

1.	<b>Election of Chairman</b> and signing of declaration of office.
2.	<b>To consider apologies</b> and to approve reasons for non- attendance
3.	<b>Election of Vice-Chairman.</b>
4.	<b>Declarations of Interest:</b> with reference to items on the agenda members are reminded of their responsibility to declare interests as defined in the Code of Conduct and to update their Register of Interests as required.
5.	<b>Dispensations:</b> to consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
6.	<b>Co-option:</b> to consider applications received.
7.	<b>Annual business as per Standing Orders:</b> <ol style="list-style-type: none"><li>1. Review of delegation arrangements to the Clerk and terms and conditions of the Staffing and Finance Working Group and to appoint 2 members (Chairman and Vice-Chair ex officio members.)</li><li>2. Review and adoption of standing orders and financial regulations.</li><li>3. Review of inventory of assets and risk assessment.</li><li>4. To consider quote received on arrangements for insurance cover.</li><li>5. To agree the payment of the annual subscription to Worcestershire CALC.</li><li>6. To adopt revised council's complaints procedure.</li><li>7. Review of appointments/representation to external bodies:<ol style="list-style-type: none"><li>a) Wychavon Area CALC representative x 2.</li></ol></li></ol>
8.	<b>To receive reports from County, District Cllrs. and Police.</b>
<b><u>The meeting will be adjourned for Public Question time.</u></b>	
9.	<b>Minutes:</b> to consider the adoption of the minutes of the Full Parish Council Meeting held on 27.03.17
10.	<b>Clerk's report:</b> <u>Parish Lengthsman</u> – agreement between Worcestershire County Council and the Parish Council signed for 2017-18. <u>New Homes Bonus</u> – currently available £1488.
11.	<b>Reports from representatives.</b>

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<b>12.</b>	<b>Financial matters.</b>
12.1	To approve the accounts year ending 31.03.16.
12.2	To adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.
12.3	To consider documents for approval for the external auditor: a) Annual Governance Statement. b) Statement of Accounts
12.4	To consider the independent internal auditors report.
12.5	To consider transferring funds from premium account to current account due to: a) Topping up of Lengthsmen grant from Parish Council (b) Clerk's Gratuity.
12.6	To approve the 'Schedule of Payments' and bank reconciliation to 05.05.17.

<b>13.</b>	<b>Rous Lench and Radford Parish Matters for discussion or decision</b>
	Arch Benefice booklet - update
	Dog Fouling
	Footpath 525
	Neighbourhood Development Plan
	Severn Trent - tree cutting maintenance - ownership query
	Update of Parish Lengthsman Agreement for contract of services for 2017-18

<b>14.</b>	<b>Planning.</b>
	To note correspondence received from the Planning Authority: a) W/16/02370/LB - Rous Lench Court, Rous Lench. <b>Permission granted.</b>

<b>15.</b>	<b>Parish Cllrs. report and items</b> for future agendas.
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Circulation: All members of the Parish Council; District and County Councillors.

Dated: 22nd May 2016. Signed: *Miss H Robinson.* (Clerk)