



# Members of Catshill & North Marlbrook Parish Council are summoned to attend an ordinary meeting on Thursday 27th May 2021 starting at 19:00 in Catshill Village Hall

Members of the public are welcome to attend for the duration of the meeting and may speak at item 3 to ask questions related to the agenda or to suggest items for future consideration.

C M Blake Carol Blake Clerk to the Council 23/05/2021

# **AGENDA**

- 1. Chairman's welcome
- 2. <u>Election of vice-Chairman</u>
- 3. <u>To receive apologies from any member unable to attend</u>
- 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. <u>To re-open the meeting</u> Parish Councillors and the Chairman may only speak from this point forward.
- 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. <u>Dispensations</u> To consider any written requests for dispensation from any Member
- 8. <u>Previous minutes</u> To approve the minutes of the Annual Parish Council meeting held 29/04/2021
- 9. <u>Chairman's Report to include:</u>
  - 9.1 Keep Britain Tidy -Great British Spring Clean
  - 9.2 Precept Surplus Spending
- 10. Clerk's report on delegated actions, progress updates and communications received

**Relevant correspondence available from the Clerk:** includes weekly CALC updates, weekly updates from BDC Planning lists, WCC road works lists and reports, Bromsgrove Advertiser, 10.1 Summer planting Chris Jones quote (document sent)

10.2 To review and approve Balances and Reserves Policy

- 10.3 To review and approve Charitable and Other Donations Policy
- 10.4 To review and approve Equal Opportunities Policy
- 10.5 To review and approve Privacy Policy

## 11. Finance

- 11.1 To present the report from Independent Internal Auditor, Dianne Malley.
- 11.2 Annual External Audit To review and approve the completed Annual Governance Statement as prepared by the Responsible Finance Officer.
- 11.3 Annual External Audit To review and approve the completed Annual Accounting Statements 2020-21 as prepared by the Responsible Finance Officer
- 11.4 To receive the payments and receipts report to 20/05/2021 and related budget comparison see below. Note all bills for payment are as approved in the budget

Bank Reconciliation as	a+ 20/05/2021		
Opening Cash Book balance	at 20/03/2021	£86,117.87	
Add receipts between 1 April - 20 May 2020	35,500.00	-	
Less payments between 1 April - 20 May 2021	-11.202.30		
Cashbook balance at 20 May 2021	,	£110,415.57	Α
Bank statements at 20 May 2021			
Unity Trust Bank	114,125.18	***************************************	
Add Soldo Card	4.24		
Less unpresented cheques, as list below	3,713.85	£110,415.57	В
Bank balances at 20 May 2021			
Unprese	nted cheques:		
	v015	662.57	
	v016	177.60	
	v017	1,201.43	
	v020	240.00	
	v021	144.00	
	v022	237.60	
	v023	180.00	
	v024	445.00	
	v026	387.76	
	v028	14.39	
	v029	23.50	
		£3,713.85	

## 12. Items for discussion:

- 12.1 Parish Council email accounts- Cllr Gillespie
- 12.2 Newsletter items Cllr Masters
- 12.3 Action Plan Cllr Baker
- 12.4 Update from Footpaths group Cllr Laniosh
- 12.5 Update regarding solar lights and Summer Fete Cllr Osman

### 13. Committee and Representatives Reports

To include any relevant feedback from working group leads:

- 13.1 Neighbourhood Plan Steering Group
- 13.2 **Environment and Highways Committee** Update from Cllr I Hooper regarding quotes for VAS sign and speeding issues
- 13.3 Whitford Vale and Perryfields Development (Cllr P Baker)

- 13.4 Planning Committee (Cllr T Gillespie)
- 13.5 Finance and Staffing Committee (Cllr P Baker)
- 13.6 Newsletter and Events Committee (Cllr P Masters)
- 13.7 Village Hall Management (Cllr Hooper)

# 14. Date and time of next meeting

Excerpt from accounts spreadsheet for May 2021

		invoice ref			Payments	Payments	Payments
May-21	How paid	V/R	Description	Receipts	Gross	VAT	Net
Salaries	BACS	v015-016	Salaries for May 2021		840.17	-	840.17
Zurich Municipal	BACS	v017	Insurance cover 2021-22		1,201.43	128.72	1,072.71
Talk Talk	d/d	v018	Office phone and broadband - April 2021		44.45		44.45
02	d/d	v019	office mobile		20.48	3.41	17.07
Allen Farnsworth	BACS	V020	Lengthsman - May 2021		240.00		240.00
Meadowfields Ground Maintenance	BACS	v021	Maintain shrubs at gardens March 2021		144.00	24.00	120.00
Meadowfields Ground Maintenance	BACS	v022	Maintain shrubs at gardens in April 2021		237.60	39.60	198.00
DM Payroll Services Ltd	BACS	v023	Internal audit review 2020/21		180.00		180.00
Heron Press	BACS	v024	Spring 2021 Newsletter		445.00		445.00
Soldo	BACS	v025	Top up debit card		50.00		50.00
Cllr Ian Hooper	BACS	v026	Reimbursement for Catshill Baptist Garden work		387.76	33.33	354.43
Mrs C Blake	BACS	v027	Expenses for Zoom Monthly Sub		14.39	-	14.39
Daren Lacey	BACS	v028	Wreath for Centenary Service		23.50	-	23.50
Soldo Open Spaces Sub			Open Spaces Yearly Sub		25.00	-	25.00
Soldo CPRE Sub	Soldo v02	v029	Open Countryside yearly Sub		36.00		36.00
Stinky Ink			Stinky Ink Black Cartrige		10.79	1.8	8.99
Soldo Monthly Fee			Microsoft monthly sub		7.99		7.99
			subtotal April-May/2020	-	3,858.56	230.86	3,627.70
			total for year to date	35,500.00	11,202.30	1,191.40	10,010.90