

Malvern Wells Parish Council

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Notice is hereby given that the Annual **Meeting of the Parish Council** will be held on **Wednesday 29th May 2024 at 7:30pm** at **Malvern Wells Village Hall**.

Public participation

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. The time allowed will be at the discretion of the Chair.

Agenda

1. Election of chair.

a) To **elect** a chair for the forthcoming year. To consider re-election of Cllr. P. Stanier as Chair of council, if agreed **resolve** to approve.

2. Signing of acceptance of office.

a) Elected chair to **sign** Declaration of Acceptance of Office (this can be deferred to another date by resolution of the Council).

3. Election of vice chair.

a) To **elect** a vice-chair. To consider election of Cllr. C. Gates as Vice Chair of council, if agreed **resolve** to approve.

4. To receive and consider **apologies** for absence.

5. Declarations of Interest

a) Councillors are reminded of the need to update their **register of interests**.

b) To declare any **Disclosable Pecuniary Interests** in items on the agenda and their nature.

c) To declare any **Other Disclosable Interests** in items on the agenda and their nature.

d) To Consider Written Requests from Councillors for the Council to Grant a **Dispensation (S33 of the Localism Act 2011)**

*Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4)(b) of the Code of Conduct, **must leave the room for the relevant items unless a Dispensation has been requested/granted.***

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

6. To **approve the minutes** of the previous Council meeting held on 27th March 2024 (circulated).

7. To **note Matters Arising** from above.

8. **District and County Councillor reports** – if present to **note**.

9. Governance

a) Chair will **notify** four councillor resignations:

- M Birks as MWPC co-opted councillor. Resignation leaves gaps on Committees / WGs / partner appointments.

- G. Turrell as MWPC co-opted councillor. Resignation requires new signatory / online payment authoriser / leaves gaps on Committees / WGs / partner appointments.

- G Lowe as MWPC co-opted councillor.

- A Pitt as elected councillor. Resignation leaves gaps on Committees / WGs

b) To **consider** election of Cllr. J. Baker as Chair of Finance & Governance Committee, if agreed **resolve** to approve.

c) To **note** (as Staffing terms of reference) Vice Chair becomes Chair of Staffing Committee. To **approve** appointment of Vice Chair as Chair of Staffing Committee.

d) To **consider** updated current appointments to Committee / Working Groups / external partners (circulated). To confirm, recommend, **resolve** new appointments accordingly.

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- e) To approve and **adopt** the Standing Orders for Malvern Wells Parish Council (circulated).
- f) To approve and **adopt** the New 2024 model amended Financial Regulations for Malvern Wells Parish Council (circulated).
- g) To approve and **adopt** the Complaints Policy for Malvern Wells Parish Council (circulated).
- h) To approve and **adopt** the Code of Conduct for Malvern Wells Parish Council (circulated).
- i) To approve and **adopt** the Employee Grievance Policy for Malvern Wells Parish Council (circulated).

10. Co-option of Members

- a) Council to **note** there are now six vacancies. Recommend Council **resolve**:

(i) That the Council believes that it is in the interests of the parish that the vacancies on the Council are filled, and that this be achieved by co-option.

(ii) That persons eligible to become co-opted be encouraged to put their names forward to the Chair.

(iii) That consideration be given to advertising vacancies and a process of selection at the next meeting scheduled for **26th June 2024** or as soon as possible thereafter.

Council to **note**:

Eligibility for co-option, is as follows:

(a) 21 years of age, **and**

(b) either:

- Be a local government elector for the parish, or
- Be an occupier (owner or tenant) of land or premises in the parish for the previous 12 months, or
- Have their place of work in the parish for the previous 12 months, or
- Have resided in the parish for the previous 12 months, or
- Have resided within three miles of the parish boundary for the previous 12 months.

11. Finance

- a) To **note** delay to internal audit due to Clerk's sick leave.
- b) To **note** and **resolve** to approve by delegated authority (on advice of Internal Auditor) Clerk requested from PKF Littlejohn (External Auditor) extended submission for MWPC External review to 31st July 2023 (latest legal date). PKF Littlejohn extension approved 16.5.24.
- c) To consider and if agreed, **resolve** to approve Clerk delegated authority in consultation with Chair (as recommended by Staffing Committee meeting 24th April 2024) contract for Ann Dobbins to produce finance docs for Year End submission to Internal Auditor - cost £400.
- d) To consider and if approved, **resolve** addition of Cllr. J. Baker as bank signatory to Lloyds and Nat West accounts. To **note** Clerk to administer Lloyds / Nat West bank mandate forms accordingly.
- e) To **resolve** to remove G. Turrell as signatory to Lloyds and Nat West bank accounts.
- f) To **appoint** an online authoriser to replace G. Turrell on the Lloyds bank current account. To consider appointing Cllr. J. Baker, if agreed, resolve to **approve**.
- g) To **note** Clerk continues to work with Nat West bank to amend signatories, access Nat West accounts, amend mandate, change primary contact to Clerk and postal address to MWPC PO Box.
- h) To **consider** updated asset register 2023/24, advise any amendments and **approve** (circulated).
- i) To **consider** updated risk register 2024, advise any amendments and **approve** (circulated).
- j) To **note** council's delegations (circulated).
- k) To **note** budget comparison to 31st March 2024 (circulated).
- l) To **note** Q4 2023/24 bank reconciliation (circulated).
- m) To **note** Summary budget for 2024-25 (circulated).
- n) To **approve** emergency payments made for April (circulated).
- g) To **consider** and **approve** outstanding April payments (circulated).
- o) To **consider** and **approve** May payments (circulated).
- p) To **note** and **resolve** to renew Zurich Insurance (2nd year of 3-year agreed term), cost including Premium Tax and VAT, £1,815.98. Renewal date 1.6.24.
- q) To **note** MHDC first half year precept payment received 30th April £50,141.63.
- r) To **note** West Meia Police, grant £3,700 received for Traffic Calming Project.
- s) To **note** VAT 126 claim October 2023 to March 2024 £8,985.93 produced for submission to HMRC (circulated).

13. Planning

- a) To **note, consider** and **resolve** agreed comments on previously circulated and any new applications received between agenda circulation and meeting:

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- M/24/00494/PIP – Land at Chestnut Hill. 4 open market dwellings. **No comment** by closing date 19th May (circulated).
- M/24/00336/HP – 2 Walton Mews, WR14 4PH. Single storey extension. **No comment** by closing date 20th May (circulated).
- M/24/00430/HP – Braeside Dower, WR14 4EF. Replace conservatory roof and balcony over. Closing date 30th May (circulated).

b) To **note** Planning decision:

- **M/23/01785/CU** – 60 Old Wyche Rd, Malvern WR14 4EP. Change of use of existing residential outbuilding to holiday let. APPROVED (circulated).
- **M/23/01406/HP** – Thornton, WR14 4PD. Extensions and garage. APPROVED (circulated).

14. Projects

a) To **note** information panels now installed at Assarts and Village Green. Added to asset register.

15. Community Events

a) To **note** update from Community Events Working Group (CEWG), **consider** any recommendations and if agreed **approve**.

16. Open Spaces

a) To **note** and **consider** ROSPA Play Safety Report Assarts Playground (circulated).

b) To **note** ROSPA produced Playground Inspection weekly template supplied to Steve Maund for use and supply to Clerk with monthly timesheets.

c) To **note** report from Open Spaces Working Group on Assarts Playground Proposal, **consider**, if agreed **approve** any recommendations.

17. Working Groups

a) Defibrillators

• To **note** any update on defib project if available.

b) Traffic Calming

• To **note** any update on Traffic Calming project if available.

c) Gas Lamps

• To **note** update from Gas Lamps WG, consider and if agreed **approve** any recommendations.

d) PROW

• To **note** update from PROW WG, consider and if agreed **approve** any recommendations.

18. Communications

a) To **note** update from Communications Working Group.

19. Correspondence (as circulated)

20. Meeting dates

a) To **resolve** Council meeting dates for new Council year (circulated).

21. Next meeting

a) To **note** date of next scheduled Council meeting is **Wednesday 26th June** at Malvern Wells Village Hall 7.30pm.

22. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following item.

a) It is recommended that the Council **resolve** to exclude the public and press.

23. Staffing

a) To **note** verbal update from Chair on 24th April Staffing Committee meeting.

b) To consider, if approved, **resolve** recommendations from Staffing Committee as advised.