

Longdon, Queenhill and Holdfast Parish Council - Annual Meeting of the Council

To: Longdon, Queenhill and Holdfast Parish Council
You are duly summoned/required to attend the annual meeting of the Parish Council to be held at 7:30pm on the 8th May 2017 at the Village Hall, Longdon.

Agenda

1. **Election of Chairman** and signing of declaration of acceptance of office.
2. **To consider apologies** (and to approve reasons for absence).
3. **Election of Vice Chairman.**

4. Declarations of Interest:

- a) *Register of Interests*: 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) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interests which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

5. **Dispensation**: to consider any requests for the council to grant a dispensation from members who have declared an interest but wish to stay in the meeting during that time to aid discussion/speak/vote.

6. Annual business as per standing orders (only relevant items included):

- 6.1 To consider a review or adoption of appropriate standing orders and financial regulations.
- 6.2 To consider a review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- 6.3 To consider a review of representation on or work with external bodies and arrangements for reporting back.
 - a) Malvern Hills Area CALC rep x2 representatives.
- 6.4 To consider a review of inventory of land and assets.
- 6.5 To consider a review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 6.6 To consider a review of the Council's membership of other bodies.
 - a) Membership of CALC
- 6.7 To establish or review the Council's complaints procedure
- 6.8 To establish or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 6.9 To establish or review the Council's policy for dealing with the press/media.
- 6.10 Dates, times and place of ordinary meetings of the full council for the year ahead.
Meeting dates agreed at the last meeting for the following dates - 3rd July, 4th September, 6th November 2017 and in 2018 – 8th January and 5th March

7. To receive reports from County, District Cllrs and Police.

8. **To approve the minutes of the previous parish council meeting** held on Monday 20th March 2017.

Clerk to the Council: Hazel Robinson, 20 Church Road, Malvern, WR14 1LT
T:07882617730 E: clerk@longdonworcs-pc.gov.uk

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

9. Planning Matters:

MHDC planning consultations and outstanding matters.

10. Administration:

- (a) Village Green play equipment
- (b) VAS unit
- (c) Lengthsman Scheme and local environment update
- (e) Refurbishment of notice boards.
- (f) Need for a Neighbourhood Plan
- (g) Telephone Box: receive an update and consider any matters arising.
- (h) Broadband roll out: receive an update
- (i) Relationship with Village Hall and future car park grant

11. Accounts and Financial Matters:

To consider and approve payment of accounts presented and any other financial matters including update to bank account signatories.

12. Future Meetings:

The next meeting is an extraordinary meeting to consider and approve the bank account's year ending 31.1.2017, documents for approval of the external auditor and internal auditor's report. Meeting to be held on the 19th June 2017 at 7:30pm.