

Malvern Wells Parish Council

From the Clerk, Sarah Hart

Email: clerk@malvernwells-pc.gov.uk Tel: 07918 102 848 Website: www.malvernwells-pc.gov.uk

Notice is hereby given that the Annual meeting of the Council will be held on **Wednesday 26th May 2021 at 7:00pm** at **Malvern Wells Village Hall**.

The public may access the meeting remotely via the following Zoom web link or phone number.

Meeting ID: 901 410 7373

<https://us02web.zoom.us/j/9014107373?pwd=TDdLbmN6QTJoN1pzVEkyR3gwVnptQT09>

Weblink Passcode: Mwpc3#

Tel: 0203 481 5237 United Kingdom

Telephone Passcode: 356723

Please note this meeting will adhere to the current Government regulations regarding Covid-19.

At the time of printing this will include:

- 2m social distancing
- Wearing of face coverings
- A space limit of 21 attendees (which includes 13 Councillors)
- Hand sanitizing
- The expectation is that the Public will access the meeting via Zoom
- Anyone attending in person must provide their name and contact details which will remain in the custody of the Parish Council for 3 weeks after the meeting

To also note – the planning application 21/00617/FUL Properties 48-60 Wyche Road **will not be** discussed at this meeting. **A separate meeting is being arranged for discussion of this application which will be a public meeting.**

Public participation

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. **Please forward any comments to the Clerk before the meeting.** The time allowed will be at the discretion of the Chairman.

Agenda

1. To elect a chairman for the forthcoming year

2. Chairman to sign Declaration of Acceptance of Office (this can be deferred to another date by resolution of the Council)

3. To receive and consider apologies for absence

4. 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)**

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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.

5.To elect a vice-chair

6.To **approve** the minutes of the previous Council meeting held on 28th April 2021.

7.To **appoint** members to the Finance and General Purposes Committee

8.To **appoint** members to the Staffing Committee

9.To **appoint** members to the following external Committees

- a)Malvern Wells Village Hall Management Committee
- b) Monitoring Group of the Three Counties Showground
- c) CALC Malvern Hills Area
- d) Emergency Plan Liaison

10. To **appoint** membership of the following Working Groups

- a) Neighbourhood Development Plan
- b) Cemetery
- c) Gas Lamps
- d) Play and Open Spaces
- e) Public Rights of Way
- f) Events
- g) Communications

11.To **approve** that Committees and Working groups can appoint a chair at their next meeting following on from the Annual Meeting

12. To **approve** that the Clerk can arrange the first meeting of all Working Groups after the annual meeting, unless they already have one scheduled.

13. To **approve** that all Working Groups produce a draft terms of reference at their next meeting for ratification by Council, which will include deadlines for completion of projects.

14. To **note** that Working Groups may still meet remotely.

15. Financial Matters

- a) To **approve** the payment of accounts
- b) To **note** the internal audit report – document circulated.
- c) To **note** the completed accounts for 2020/2021 – document circulated.
- d) To **approve** the Annual Governance Statement 2020/2021 – document circulated.
- e) To **approve** the Accounting Statements 2020/2021 – document circulated.

- f) To **approve** the recommendation from the Finance and General Purposes Committee to renew the insurance with BHIB for £1,702.30. An increase of £18.24. (F&GP draft minutes circulated)

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g) To **approve** renewal of the Burial Ground Manager contract for another 12 month period. (The contract ends 31/06/21). Copy of contract circulated.

h) To **approve** a request from the Burial Ground Manager to increase the hourly rate from £14.50 to £15.37.

i) To **note** that the Clerk is undertaking the last element of CiLCA training and will be signing up to begin submitting coursework. The cost of the training is £410. There are twelve months to complete the certificate. It is recommended by SLCC that during this time the Council does not start new projects. This is because the submissions include revising current Council practices and documents and these will need to be prioritised.

j) To **approve** a 12 month extension of the Clerk's 5 hours a week for training purposes.

16. Website

a) To **note** that the website does not meet accessibility regulations and requires updating.

b) To **approve** a delegation to the Clerk to manage all website content.

c) To **decide** whether the Communications Working Group or the Clerk will produce recommendations for a new website. (There is already budget approved up to £2,000 in this year's budget.)

17. Social Media

a) To **approve** a delegation to the Clerk to manage the Council's Social media accounts on Twitter and Facebook.

b) To **approve** a request from the Events Working Group for Cllr T O'Donnell to have access to the Twitter and Facebook accounts strictly for the purposes of promoting the fete. Events Working Group draft minutes circulated.

18. Wells News

a) To **note** that Council approved (in October 2019) the electronic production of the Wells News and that hard copies would only be made available on request.

b) To **approve** a request from the Events Working Group that the Wells News is produced in Spring and Autumn instead of Summer and Winter. Events Working Group draft minutes circulated.

c) To **approve** an A5 leaflet drop to all residents to advertise the Fete. There is a budget for two A5 leaflet distributions in the year.

19. To **approve** the list of public meeting dates (Council and Committee) for the next 12 months. (See list attached).

20. To **note** that the Council does not have the power to ban dogs from the Jubilee Garden.

21. District and County Councillor reports – to **note**.

22. Any other matters to report or for future consideration.