

Malvern Wells Parish Council

From the Locum Clerk, Kate Howe

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Notice is hereby given that a meeting of the Council will be held on **Wednesday 25th January 2023 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 Chairman.

Agenda

1. Apologies

- a) To receive and consider apologies for absence.

2. Declarations of Interest¹

- 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)**

3. AONB

- a) To **receive** presentation from AONB representative Karen Humphries.

4. Minutes

- a) To **approve** the minutes of the previous two council meetings held on **30th November 2022** and **9th January 2023**.

5. Neighbourhood Development Plan

- a) To **receive** brief progress report from Chair Andy Pitt.

6. Policing

- a) To **resolve** retrospective approval for Clerk having notified policing priorities (for Jan-March) the same last quarter, previously **agreed** at September meeting as: speeding, other traffic offenses and peddlers.
- b) To **note** feedback regarding priority 3 - doorstep pedlars.

7. Vacancies

- a) To **appoint** a representative to replace Cllr Wagstaff on the Hanley Castle Alms Committee. Now urgent as Hanley Castle Alms Committee meeting in February.
- b) To **appoint** a member to replace Cllr Wagstaff on the Finance and General Purposes Committee.
- c) To **appoint** a further member to the Finance and General Purposes Committee to ensure quorate Committee meetings.
- d) To **appoint** a member to replace Cllr Preece on Staffing Committee.
- e) To **appoint** a representative to replace Cllr Booker on the Staffing Committee
- f) To **appoint** a member to replace Cllr Preece on Play and Open Spaces Working Group.
- g) To **appoint** a member to replace Cllr Preece on Events Working Group.

¹ 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.

h) To **appoint** a representative to replace Cllr Booker on the Events Working Group.

8. Financial Matters

- a) To **resolve** to approve F&GP recommendation of 2023-24 budget.
- b) To **resolve** to approve F&GP recommendation for 2023-4 Precept request with 5% increase.
- c) To **resolve** to approve F&GP recommendation for Q3 2022-23 budget.
- d) To **resolve** to approve F&GP recommendation to appoint Iain Selkirk as the internal auditor for 2022-2023. Document circulated.
- e) To **resolve** to approve F&GP recommendation for a change of internal auditor for the financial year 2023-2024, following F&GP review of candidates supplied by Worcestershire CALC. Document circulated.
- f) To **resolve** to approve F&GP recommendation to use Kendall Wadley for payroll. Document circulated.
- g) To **resolve** to approve F&GP recommendation for draft Scout land lease be forwarded to Scout Committee for signing off. Document circulated.
- h) To **note** the standing order for the clerk's final salary payment will need an adjustment to reflect hours worked in final month and any holiday accrued not taken. Standing order to Clerk for salary will need to be cancelled.
- i) To **note**, Council currently has no means of making payments. Consider / **resolve** formal short term contracted role for outgoing Clerk (as official bank authoriser) to make online payments against approved payments schedule.
- j) To **approve** the payment of accounts.
- k) To **resolve** to appoint additional new signatory to the Lloyds bank mandate.
- l) To **resolve** to approve F&GP recommendation to delay cemetery contract review until the Staffing Committee/Council determine the parameters for permanent Clerk recruitment. Document circulated.
- m) To **resolve** to approve:
 - consultation on LGPS Pension Funding Strategy Statement
 - proposed LGPS pension contributions outcome of the 2022 actuarial valuation, and form to be signed by Locum Clerk. Document circulated.
- n) To **resolve** to approve gas lamp restoration - for lamps 38 and 44 - quote £4,762.46 (expires 06/02/23). Document circulated.
- o) To **approve** delegation to the Clerk to complete the Information Board project within the given budget of £2500 and project timescale, placing urgent order with Clerk's recommended signage contractor Shelley Designs. To **note** 3 quotes requested/ 2 quotes received. Now confirmed no planning permission required.
- p) To consider/ **approve** request from Chair for Council to consider making grant to Scouts to attend their foreign jamboree.

9. Events Working Group

- a) To consider the remit and ongoing management of the Events Working Group and **decide** the best option. Document circulated.

10. Cemetery

- a) To **note** draft terms of reference for newly appointed Cemetery Committee to be deferred to next meeting for approval.
- b) To **appoint** at least one more councillor member to the Cemetery Committee to minimise the risk of meetings being inquorate.

11. Governance

- a) To consider/ **resolve** to adopt the Civility and Respect pledge. Document circulated.

12. Planning

- a) No new applications notified. To **consider** any new applications notified since agenda circulated.

13. Correspondence

- a) To **note** External Auditor for next 5 years is confirmed as PKF Littlejohn.
- b) To **note** advice from Burgess Salmon re: 31932.7564 - Property at Fruitlands, Malvern Wells in relation to the consultation requirement. To consider/ **approve** any budget / actions required.
- c) To consider / **resolve** to approve request from Howard Allen for St Wulstans Estate to use Village Green for an event to celebrate King's Coronation.
- d) To **note** Brian Wilcock (ex-councillor) bequest of £1,000 via his widow's estate. Council to consider at future meeting what sum should be spent on as Council already has chain of office.
- e) To **note** request from Ian Burrage (Chair of Events Working Group) and consider at future meeting if Events Working Group should become a (decision making) Committee.

14. District and County Councillor reports – to note.

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

16. Meeting date

To **note** the date of the next scheduled council meeting is **1st March 2023**.

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

18. Locum Clerk / Permanent Clerk replacement

- a) To consider / **resolve** to extend the current Locum Clerk contract in place (from 15 h.p.w. for 3 months) to 30 h.p.w. for 6 months to provide full Clerk/ RFO (Proper Officer) support and ensure effective recruitment of new permanent Clerk **OR** to **agree** a permanent appointment for the Clerk role (if the recruitment exercise is deemed unnecessary). See confidential documents circulated previously for meeting held 9th January.
- b) To **resolve** to approve Cllr. Preece to sign off Locum Clerk timesheet for return to LCC (no later than 5th of every month) to ensure timely payment to Locum Clerk from LCC.
- c) To consider / **resolve** that Burial Ground Manager role be incorporated back into new permanent Clerk responsibilities.
- d) To **resolve** to request CALC review permanent Clerk role remuneration and hours required.