

Malvern Wells Parish Council

From the Interim 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 Parish Council** will be held on **Wednesday 29th November 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. To receive and consider **apologies** for absence.
2. **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.

3. To **approve** the minutes of the previous Council meeting held on **25th October 2023**.
4. To **note** Matters Arising from the above.
5. **Malvern Hills Trust (MHT) presentation**
 - a) To **receive** short presentation from Duncan Bridges CEO of MHT and Q&A session.
 - b) To **note** Robert Perry elected as Malvern Hills Representative to MHT and letter sent.
6. **Governance**
 - a) To **note** resignation of Simon Freeman as MWPC elected councillor.
 - b) To **consider** election of Cllr. G. Turrell as Vice Chair of council, 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 **note** Finance & Governance Committee (F&G) invitation for Gemma Lowe to join. To consider and if agreed **approve** GL as member of F&G.
 - e) To **note** Interim Clerk notified resignations of D. Preece and S. Freeman to MHDC Elections Officer. Notice of vacancies published 20.11.23.
 - f) To consider, if agreed, **resolve** to suspend any project not fully completed and /or implemented (as previously resolved by council prior to May 2023). Following this decision, council / and or appropriate committee to investigate / determine / recommend best actions / updated costs ongoing.
 - g) To consider, if agreed, **approve** to supply name badges to council members for use attending public functions / representing MWPC.

7. **Staffing**

Permanent Clerk Recruitment

- a) To **receive** update from Staffing Committee on 'preferred' candidate and actions.
- b) To consider and if agreed **approve** 'preferred' candidate contract – to be considered in confidential section.

8. **Training**

To **note**:

- Interim Clerk attended free webinar via Scribe 'Budgeting and Precept' 16.11.23.

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- Interim Clerk and AP attending AONB free webinar 26.11.23.

9. Cemetery

- To **note** Cemetery Committee again been unable to convene meeting ahead of November Council. Cemetery Committee meeting date to be **agreed**.
- To **note** PS attended burial on behalf of MWPC. To **approve** cemetery committee members, share role wherever possible to limit costs to council.
- To **note** correspondence from Martin Thomas (cemetery contractor) return date.

10. Finance

- To **note** minutes of 25.10.23 Finance & Governance Committee (F&G) meeting (circulated).
- To **receive** update from Chair of F&G and informal budget meeting held 15.11.23.
- To consider, if agreed **approve** Clerk / Chair delegated authority to action January 2023 HSBC mandate to close HSBC relationship and transfer all HSBC current acc. and reserve acc. funds to Lloyd's savings account.
- To **note** HSBC reserve funds transferred to Lloyd's reserve acc. 17.11.23.
- To consider, if agreed, **approve** £40,000 transfer from Lloyd's reserve to Lloyd's current account to enable ongoing MWPC payments until 2024/25 precept received.
- To **note** Lloyd's Debit Card (for use by Clerk) received.
- To **note** Lloyd's current acc. bank reconciliation for November 2023 (circulated).
- To consider, and if agreed **approve** to remove from Nat West bank accounts current signatories (resigned Clerk and councillors), add new approved MWPC signatories (Interim Clerk, Pamela Stanier, Chrissie Gates, Geoff Turrell), amend mandate from 3 to 2 signatories to authorise, change primary contact and postal address to Interim Clerk and MWPC PO Box.
- To **note** – current ID Mobile contract can't be transferred to new Clerk (personal contract registered to Sarah Hart). BGM contract cancelled. To consider / **resolve** to approve Clerk / Chair delegated authority for new MWPC business contract for Clerk mobile. Contract costs £12.50 p.m. new phone included.
- To **note** use of Defib at Morrisons – to consider, if agreed **approve** Clerk / Chair delegated authority for emergency purchase replacement pads / battery from Defib Store £285 & VAT.
- To note, if agreed, **approve** November payments (circulated).
- To **note** Worcs. Council 2023 lengthsman payments now received.
- To **note** successful contact with HMRC re. VAT 126 - postal reclaim re-submitted £6,611.98 to 31.3.23.
- To **note** VAT 126 claim April to October being produced for submission to HMRC.
- To **consider** first draft 2024/25 budget as recommended by F&G Committee (circulated).

11. Planning

- To **note** none notified at date of agenda circulation.
- To consider and **resolve** agreed comments on any applications received between agenda circulation and meeting.

12. Parish Assets

- Defibrillators
 - To **note** update from MB on training and defib project costs.
 - To **approve** costs notified impacting and 2024/25 budget requirements.
- Speed signage
 - To **note** update from MB on Speed Working Group (SWG) investigations / recommended actions / proposed costs / potential funding applications.
 - To **approve** costs notified and 2024/25 budget requirements.
- Gas Lamps
 - To **note** update from Gas Lamps Working Group (GLWG).
 - To **note** Simon Freeman resignation from council but remaining as member of GLWG.
 - To **note** Franklyn Air contractors on site w/c 27/11 for annual maintenance.
 - To **note** S Maund will be trained during this work programme on basic maintenance issues.
 - To **note** Cracked lamps will be replaced FOC.

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- To **note** GLWG to examine options 2&3 suggested and **report** to council 22.1.24 meeting.

13. Neighbourhood Development Plan (NDP)

- To **receive** update from NDPWG Chair.
- To consider, if agreed, **approve** any actions / costs notified.

14. Events

- To **note** resignation of Ian Burrage as Chair and committee member Community Events Working Group (CEWG).
- To consider, if agreed, **approve** Rob Price as new Chair of CEWG.
- To consider **appointing** new member of CEWG.
- To consider, if agreed, **approve** update on Carols expenses 2023 - £124.44 (circulated).

15. Correspondence (as circulated)

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

17. Matters for future agendas.

- Website upgrade
- Fruitlands

18. Next meeting

- To **note** date of next scheduled Council meeting is **Monday 22nd January at Malvern Wells Village Hall 7.30pm.**

19. 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 Council **resolve** to exclude the public and press.

20. CONFIDENTIAL SESSION

- To consider 'preferred' permanent Clerk contract and if appropriate **resolve** to appoint.