

# Malvern Wells Parish Council

From the Interim Clerk, Kate Howe

Email: [clerk@malvernwells-pc.gov.uk](mailto:clerk@malvernwells-pc.gov.uk) Tel: 07988 427 507 Website: [www.malvernwells-pc.gov.uk](http://www.malvernwells-pc.gov.uk)

Notice is hereby given that a meeting of the Finance and General Purposes Committee will be held on **Wednesday 25<sup>th</sup> October 2023 at Malvern Wells Village Hall Committee Room at 6pm**

## Agenda

### 1. Apologies

- a) To receive and consider apologies for absence.

### 2. Declarations of Interest<sup>1</sup>

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

### 3. Minutes

- a) To consider and **approve** the minutes of the previous meeting held on 27<sup>th</sup> September 2023 (circulated).

### 4. Revised Terms of Reference

- a) To consider and if approved **agree** FINAL amended Finance & Governance committee terms of reference dated 16.10.23 (circulated).
- b) To **recommend** above to council for FINAL resolution.

### 5. Community Grants Applications

- a) To **consider** draft grant application form supplied, amend / **approve** accordingly (circulated).
- b) If approved to **recommend** Community Grants application form to council for approval at 25<sup>th</sup> October meeting.

### 6. Payments

- a) To **note and** if agreed **recommend** October payments (as notified) to 25<sup>th</sup> October council meeting (circulated).

### 7. Bank accounts

- a) To **note** additional form (notified 12.10.23 by email) required by Lloyd's bank – change of business address and primary contact – for signature by approved authorities in Council meeting 25<sup>th</sup> October – to remove B Knibb and D Preece as council signatories to Lloyd's account.
- b) To **note** requested changes to signatories on reserve accounts – previously requested by Sarah Hart – being investigated and actioned by Sarah Hart as advised.
- c) To **note** and if agreed to **recommend** bank reconciliation at 13.10.23 supplied to council for approval at 25<sup>th</sup> October meeting (circulated).
- d) To **note** and if agreed to **recommend** update budget report at 13.10.23 to council 25<sup>th</sup> October meeting (circulated).

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<sup>1</sup> 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.

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## 8. Reserve Funds

- a) To **note** Interim Clerk and members of F&G attending WALC zoom training 'Investing Council Funds' 30.10.23. Costs as advised to council agenda 25.10.23.
- b) To **note** following training event F&G Committee to consider appropriate action on reserves accounts at November F&G council meeting.

## 9. Aims & Objectives

- a) To **note** ideas being sought from whole council at October meeting for forward planning.
- b) To **note** ideas / priority items for discussion / consolidation as first draft plan at 15<sup>th</sup> November F&G Council meeting to inform budget.
- c) To **note** Interim Clerk supplied template Action Plan documents for discussion (circulated).

## 10. Next Meeting dates

- a) To **confirm** next F&G council meeting is **6pm Wednesday 15<sup>th</sup> November.**
- b) To **agree re-scheduled** meeting date for December.