



WYTHALL PARISH COUNCIL

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PARISH CLERK

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WYTHALL PARISH COUNCIL MEETING

Dear Councillors,

Notice is hereby given that a **meeting of Wythall Parish Council** will take place on **Thursday 23 JANUARY 2020 commencing at 19:30 hrs.** at the **Parish Council Offices, Beaudesert Road, Hollywood, B47 5DP**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.

The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Parish Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All records and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting you are asked to act in a reasonable manner and not disrupt the conduct of meeting for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

Naazlin Somani
Parish Clerk
17 January 2020

AGENDA

PUBLIC OPEN FORUM:

Prior to commencement of the meeting there will a fifteen-minute period for public question time. 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 and will not form part of the minutes.

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATION OF INTERESTS

Councillors are reminded of the requirement to update, if required, their Register of Interests.

2.1. To declare any Disclosable Pecuniary Interests on the agenda and their nature.

2.2. To declare any Other Disclosable Interests on items on the agenda and their nature.

2.3. To consider dispensations – written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011), s33) must be with the Clerk before the meeting starts.

Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.

3. COUNTY COUNCILLORS REPORTS

To receive reports from County Councillors

4. DISTRICT COUNCILLORS REPORT

To receive reports from District Councillors

5. MINUTES OF THE PREVIOUS MEETING

To receive and approve the minutes of the meeting held on 21 November 2019 (to follow) and the minutes of the extra-ordinary meeting held on 5 December 2019 (attached).

6. MATTERS ARISING FROM THE MINUTES

To consider any matters arising from the previous minutes not already noted on the agenda.

7. MINUTES OF COMMITTEE AND WORKING GROUP MEETINGS

To receive and approve minutes and notes of Council Committee and Working Group meetings and consider recommendations made by the Committees, where necessary.

7.1. NEIGHBOURHOOD PLAN WORKING GROUP

To receive the notes of the Neighbourhood Plan Working Group meeting held on 5 December 2019 (attached).

7.2. EMERGENCY PLAN WORKING GROUP

To receive the notes of the Emergency Plan Working Group meeting held on 11 December 2019 (attached).

7.3. PERSONNEL MEETING

To receive and approve minutes of the Personnel Committee meeting held on 19 December 2019 (attached) and consider the following item(s) arising from the meeting:

- 7.3.1. To ratify the advert, job description, person specification and timescales for the Deputy Clerk vacancy (attached).
- 7.3.2. To ratify the decision to seek temporary administrative cover from Pertemps.
- 7.3.3. To consider recommendation regarding the Clerks probationary period, increment and registration to CiLCA (***to be considered in the confidential part of the meeting***).
- 7.3.4. To ratify the decision regarding changes to the Council Office Christmas opening hours.

7.4. CEMETERY WORKING GROUP MEETING

To receive and approve minutes of the Cemetery Working Group meeting held on 19 December 2019 (attached) and consider the following item(s) arising from the meeting:

- 7.4.1. To consider a project to audit Cemetery Records and migrate data into the Scribe Cemetery database for archiving and future use, replacing current processes (***to be considered in the confidential part of the meeting***).

7.5. COMMUNITY SERVICES COMMITTEE MEETING

To receive and approve minutes of the Community Services Committee meeting held on 9 January 2020 (to follow) and consider the following item(s) arising from the meeting.

- 7.5.1. To **NOTE** winners of the Christmas Light competition:
First prize: 203 Station Road
Second prize: 145 Hollywood Lane
Third prize: 19 Elmwood Grove
To **NOTE** arrangements are being made to award prizes to the winners of the competition.

7.6. PLANNING COMMITTEE

To receive and approve minutes of the Planning Committee meeting held on 13 January 2020 (attached).

7.7. FINANCE COMMITTEE

To receive and approve minutes of the Finance Committee meeting held on 15 January 2020 (to follow) and consider the following recommendations made:

- 7.7.1. Consider **RECOMMENDATION** of the Finance Committee to adopt the draft 2020-21 budget (attached)
- 7.7.2. Consider **RECOMMENDATION** of the Finance Committee to retrospectively approve payments for December, noting a resolution for the Viking Direct payment (attached).
- 7.7.3. Consider **RECOMMENDATION** of the Finance Committee to retrospectively approve bank reconciliation for November 2019 (attached).

- 7.7.4. Consider **RECOMMENDATION** of the Finance Committee to approve payments for January 2020 (attached).
- 7.7.5. To ratify **RECOMMENDATION** of the Finance Committee to transfer £15,000.00 (fifteen thousand pounds) from the CCLA account to the current account for January payments.
- 7.7.6. Consider **RECOMMENDATION** of the Finance Committee to approve bank reconciliation for December 2019 (attached).
- 7.7.7. Consider **RECOMMENDATION** of the Finance Committee to approve expenditure against the budget up to December 2019 (attached).
- 7.7.8. Consider **RECOMMENDATION** of the Finance Committee to adopt an updated Grants Policy and application form (attached).
- 7.7.9. Consider **RECOMMENDATION** of the Finance Committee to undertake a project to audit Cemetery Records and migrate data into the Scribe Cemetery database for archiving and future use, replacing current processes **(to be considered in the confidential part of the meeting)**.

8. COUNCIL MEETING DATES FOR APRIL 2020

To consider and agreed the following changes to meeting dates for April 2020:

	Current Date	Proposed change
Community Services Committee	Thursday 2 April	Remain same
Planning Committee	Monday 6 April	Remain same
Finance Committee	Wednesday 8 April	Thursday 16 April
Full Council Meeting	Thursday 16 April	Thursday 23 April

9. TO RECEIVE COMMENTS FROM PARISH COUNCILLORS

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

10. DATE OF NEXT MEETING

The next Council meeting is scheduled to take place on 20 February 2020

11. TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS

In terms of schedule 12A, Local Government Act 1972, the following items are likely to disclose exempt information relating to the establishment and contractual matters and it is, therefore, recommended that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

12. CEMETERY & AUDIT PROJECT

Project outline to be tabled at the meeting.

13. STAFFING