



## WARNDON PARISH COUNCIL

You are duly summoned to attend the Annual meeting of Warndon Parish Council, to be held at 7.00 p.m. on Monday 6<sup>th</sup> July 2020

**Clerk: Mrs Susan Howell, 42 Cooke Close, Whittington, Worcester, WR5 2RB**

**E: [clerk@warndonparishcouncil.org](mailto:clerk@warndonparishcouncil.org), T: 07743 623543**

For health and safety reasons due to the coronavirus-Covid-19 pandemic, this meeting will be held virtually using Microsoft Teams.

Please contact the Clerk for joining instructions. Note: the meeting may be recorded

### AGENDA

1. Election of Chairman and signing the Declaration of Acceptance of Office
2. Apologies  
To receive apologies from absent members and record the reasons for absence
3. Election of Vice-Chairman
4. Declarations of Interest and consideration for requests for Councillor Dispensations in line with S33 of the Localism Act 2011
5. Review terms of reference for Committees
  - Planning & Rights of Way Committee (agreed 20.4.20)
  - Environmental Committee (agreed 4.5.20)
  - Finance Committee (agreed 1.6.20)
  - Urgent/Emergency Business Committee
6. Appoint members to Committees
  - Planning & Rights of Way Committee
  - Environmental Committee
  - Finance Committee
  - Urgent/Emergency Business Committee
7. Appoint individual Councillors to roles and responsibilities, including:
  - Finance Portfolio Holder
  - Environmental Portfolio Holder
  - Planning & Rights of Way Portfolio Holder
  - Leisure and Community Affairs Portfolio Holder
  - Neighbourhood Plan
  - Newsletter
  - Website
  - Facebook and other social media
  - Allotments
  - Defibrillators
  - Speed machines
8. Appoint Councillors to represent the Parish Council at meetings with outside Bodies, including:
  - Worcestershire CALC Area (2)

- Worcestershire CALC Executive Committee (1)
  - Lyppard Hub (2)
  - Worcester City Standards Committee (1)
  - Town Deal Board (1)
9. Review and adopt Standing Orders (agreed 4.6.18)
  10. Review and adopt Code of Conduct (agreed 20.4.20)
  11. Review and adopt Financial Regulations (agreed 1.6.20)
  12. Appoint a Working Group to recommend and implement an Action Plan for reviewing other Parish Council policies and procedures, including:
    - Complaints procedure
    - Policies, procedures, and practices in respect of obligations under freedom of information and data protection legislation
    - Policy for dealing with the press/media
    - Employment policies and procedures
    - Grants and Donations policy
    - Communication protocols
  13. Confirm acceptance of electronic summons to meetings
  14. Appoint the Internal Auditor for the next two years
  15. Review representation on or work with external bodies and arrangements for reporting back
  16. Review of inventory of assets
  17. Confirm arrangements for insurance cover in respect of all insurable risks - ongoing 3-year agreement to 31<sup>st</sup> May 2022, with Ecclesiastical Local Council scheme arranged by Came & Company
  18. Review of the Council's and/or staff subscriptions to other bodies:
    - Worcestershire CALC including NALC affiliation fee
  19. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

*The meeting may be suspended at this point to allow Members of the Public to address the Parish Council*

20. Police Report
  - To receive reports
  - To receive recent communications (community messaging emails from Warwickshire and West Mercia Police and emails from West Mercia Police and Crime Commissioner) and consider if follow up action is required.
21. To approve the Minutes of the previous meeting of the Parish Council held on 1<sup>st</sup> June 2020
22. To receive reports from:
  - County Councillor
  - City Councillors
23. To receive Environmental reports from Councillors, including:
  - Update on Dog Bins
  - VAS / SID report
  - To consider a wildflower proposal and funding request from Worcester Environmental Group

- To consider the Parish Council's contribution towards Worcester City Council's consultation on the draft Environmental sustainability strategy for the city
- To consider the Parish Council's engagement with the Town Investment Plan

#### 24. Environmental Committee.

- To receive updates

#### 25. Planning and Rights of Way Matters

- To consider current Applications and Decisions
- To consider other pending consultations
- To receive Neighbourhood Planning update
- To receive an update on legal proceedings

#### 26. Leisure and Community Affairs

- To receive updates on
  - Allotments
  - Defibrillators
  - Facebook
- To approve Bench strategy
- To receive a verbal update on the 'Residents Food Drive'
- To receive a verbal update from the Clerk regarding the Microsoft 365 Cloud Computing project

#### 27. Report of the Clerk

- To receive Financial reports 2020/21 YTD:
  - Annual budget by centre
  - Cashbook report showing receipts and payments
  - Trial Balance to 30 June 2020
- To note the unaudited AGAR, including supporting information, has been submitted to the External Auditor for review; details have been published on the Parish Council website with a public inspection period: Monday 22<sup>nd</sup> June 2020 to Friday 31<sup>st</sup> July 2020.
- To approve accounts for payment and receive details of cash receipts for information

##### **Accounts for payment (retrospective)**

|   |         |
|---|---------|
| ○ Clerk - salary June 2020                                  | £681.01 |
| ○ WCC Local Government Pension – Clerk pension June 2020    | £221.96 |
| ○ O2 (direct debit) Clerk's mobile phone contract June 2020 | £30.81  |
| ○ Multipay card charge - June 2020                          | £3.00   |
| ○ Bank charges March – May 2020                             | £1.80   |
| ○ Bank commission charges 5.3.20 – 3.6.20                   | £29.70  |

##### **Accounts for payment**

|   |            |
|---|------------|
| ○ Clerk's expenses – Microsoft 365 (29.5.20-28.6.20)              | £5.99      |
| ○ Cloudy IT (licences and monthly support from 15.6.20)           | £60.70     |
| ○ Cloudy IT (licences and monthly support July 2020)              | £106.26    |
| ○ CW Joyner – plumbing repair on Allotments                       | £59.10     |
| ○ Information Commissioner's Office – data protection fee renewal | £40.00     |
| ○ Worcestershire CALC – Clerk's training x 8 sessions             | £300.00    |
| ○ Lyppard Grange Community Centre grant                           | £35,500.00 |

|   |           |
|---|-----------|
| ○ Charles Russell Speechlys LLP – specialist planning advice  | £3,000.00 |
| ○ Food bank leaflets 1 <sup>st</sup> delivery (multipay card) | £44.00    |
| ○ Food bank leaflets 2 <sup>nd</sup> delivery (multipay card) | £44.00    |
| ○ Neighbourhood Plan domain annual renewal (multipay card)    | £tbc      |

**Cash Receipts since last meeting**

|   |        |
|---|--------|
| ○ Allotment waiting list (EB, GS, AH, MH) | £40.00 |
| ○ Redwood Bank Interest                   | £88.61 |

28. To receive reports from outside bodies:

- Lyppard Hub Management Board
- Worcester City Standards Committee
- Minutes from Worcestershire Wychavon CALC AGM on 4<sup>th</sup> June 2020
- CALC updates which affect the Parish Council

29. Councillors Reports and Items for Future Agendas

30. Date of the Next Meeting: Monday 7<sup>th</sup> September 2020

*To resolve that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A of the Act.*

31. To note feedback and consider recommendations arising from the Clerk's probationary review, including a proposed increase in working hours.

**Mrs S A Howell      Clerk and RFO**