

# MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL  
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27<sup>th</sup> April 2016

The Annual Meeting of the Parish Council will be held on Wednesday 4<sup>th</sup> May at 7.30 pm for the purpose of transacting the following business

*Diana Taylor*

**DIANA TAYLOR (Mrs)**  
**Clerk to Mathon PC**

## **ANNUAL PARISH COUNCIL MEETING – 4<sup>th</sup> May 2016** **A G E N D A**

1. Election of Chairman & signing of Acceptance of Office for Chairman  
(*currently Cllr S Harte*)
2. Apologies for absence
3. Election of Vice-Chairman (*currently Cllr Mrs C Green*)
4. **(a) Declarations of Interest : Councillors are reminded of the need to complete/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.**

**Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within the terms of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.**

5. To consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) – written requests to be with the Clerk at least 4 days prior to a meeting.

**The Meeting will be adjourned for Public Question Time. (The time allocated is at the discretion of the Council/Chairman). 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.**

**Members of the public present are invited to make a short Presentation to the Council**

6.
  - (a) Public Questions/Presentations
  - (b) CSO/Police – Report
  - (c) Herefordshire Councillor
  - (d) Report – Malvern Conservators
  - (e) Footpaths – P3 Scheme - (*Clerk to report*)

## **The Chairman re-opens the Meeting**

7. To note/review New Model Standing Orders (Adopted July 2014)
8. To note/review the Code of Conduct (Adopted July 2012)
9. New Model Financial Regulations – to be reviewed at the next Meeting
10. To note/review the Council's Risk Assessment Schedule
11. Annual Insurance Review/requirements
  
12. Appointments to outside Bodies :-
  - (a) Parish Council member – Mathon Parish Hall Management Committee
  - (b) Mathon Parish Council representative onto the Malvern Hills Board of Conservators - Mr David Baldwin was appointed at the Council Meeting held on 2<sup>nd</sup> September 2015. This appointment is held until 1<sup>st</sup> November 2019.
  
13. To sign and approve the Minutes of the Parish Council Meeting held on 2<sup>nd</sup> March 2016. To sign and approve the Minutes of Parish Council Planning Meeting held on 23<sup>rd</sup> March 2016
14. Actions taken from last meeting (if not covered by Agenda)
15. Reports (if applicable and not covered by Agenda items)
  - (a) Chairman (b) Clerk
16. Mathon Parish Hall
  - (a) Parish Map – (*Cllr T Ainscough to report*)
  - (b) Other Reports – (*Cllr S Harte*)
17. FINANCE -

To consider payment of Accounts

  - (a) Clerk's salary for two months (April/May 2016) (PAYE deducted)
  - (b) HMRC PAYE – April/May/June 2016
  - (c) Insurance Premium (see Agenda item 11 above)
  - (d) Marion Griffiths – Payroll Services 2015/16
  - (e) Approval of Year End Accounts to 31<sup>st</sup> March 2016 (internally audited)

**Approval of Annual Audit Return for Accounts to 31<sup>st</sup> March 2016**

  - (f) Section 1 – Annual Governance Statement
  - (g) Section 2 – Annual Accounting Statement
  - (h) P3 Scheme – Finance/Grant/Contract conditions (see 6(e) above)
18. To consider and approve the following Grants/Donations
  - (a) Mathon Parish Hall – first half of grant
  - (b) Mathon P.C.C.
19. TRANSPARENCY CODE – Grant Application (*Clerk to report*)
20. PENSION ENROLMENT/COMPLIANCE – (*Clerk to report*)
21. PLANNING
  - (a) Tree House Farm, Moorend Cross, Mathon (*Clerk to report*)
22. HIGHWAYS

To receive any reports/complaints re highway matters.

  - (a) Blocked Road gully opposite the Mill House – Ref No CAS-570953-F2V1Y7
  - (b) Damaged sign post at Hackney Cross
  - (c) Potholes Harcourt Road & Lane - Ref CAS-55472-P4J3K9
  - (d) Potholes Hackney Cross to Mathon Road – Ref CAS-55472-P4J3K9 (*these have been repaired*)
  - (e) Other complaints/reports
23. Cluster Group - (*S Harte to report*)
24. Correspondence (available for meeting)
25. Matters for future Agenda
26. Next Meeting date – **Wednesday 3<sup>rd</sup> August** (due to Clerk's Holiday)

