

# MATHON PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL  
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1<sup>st</sup> May 2024

The **Annual Council Meeting** of the Parish Council will be held on Tuesday 7<sup>th</sup> May 2024 at 7.30 pm in Mathon Parish Hall for the purpose of transacting the following business:-

*Diana Taylor*

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

## ANNUAL PARISH COUNCIL MEETING – 7<sup>th</sup> May 2024 NOTICE & 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 C Green*)
  4. **(a) Declarations of Interest : Councillors are reminded of the need to update or complete their Register of Interests form.**  
**(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 are reminded that by doing this the matters for discussion may be included in public Minutes, and should give their consent to this prior to any discussion. The Chairman will give members of the public the chance to withdraw from the meeting if they so wish. 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) Malvern Hills Trust – Chief Executive Officer – Deborah Fox - to speak about the proposed update and changes to the Malvern Hills Acts.
- (c) Herefordshire Ward Councillor
- (d) CSO/Police Report

**The Chairman re-opens the Meeting**

7. Footpaths Report (*Cllr K Perkins*)
8. To note/review Standing Orders (adopted 4<sup>th</sup> July 2018)
9. To note the LGA Model Code of Conduct 2020 (adopted 16<sup>th</sup> May 2023)
10. To note/review Financial Regulations (adopted September 2016)
11. To note/review the Council’s Risk Assessment Schedule
12. Annual Insurance Review/requirements - 2024/25
13. Appointments to outside Bodies :-
  - (a) Parish Council member – Mathon Parish Hall Management Committee
  - (b) Mathon Parish Council representative on the Malvern Hills Trust – Mr David Baldwin was appointed at the Council Meeting held on 5<sup>th</sup> September 2023 for a further extension to run from November 2023 to November 2027.
14. To approve and sign the Minutes of the Parish Council Meeting held on 5<sup>th</sup> March 2024.  
To approve and sign the Minutes of the Council Planning Meeting held on 19<sup>th</sup> March 2024.
15. Mathon Parish Hall - (*Cllr S Harte*)
16. **FINANCE -**  
To consider payment of Accounts:-
  - (a) DWT - Clerk’s salary for two months (April/May 2024) (PAYE deducted) – new salary scale SCP 27 - approved within precept/budget at PC Meeting 7th November 2023.
  - (b) The Business Supplies Group – website posting/updates
  - (c) Insurance premium 2024/25 (see Agenda item 12 above)
  - (d) Consider & Approve Year End Accounts to 31 March 2024 - internally audited by Duffy Regan & Co. Worcester  
(these to be signed & dated by the Clerk & Chairman)
17. **Approval of Annual Audit for Accounts to 31<sup>st</sup> March 2024**
  - (a) (as an “Exempt” Authority) - statement of exemption certificate to be signed by the Clerk & Chairman
  - (b) **ANNUAL AUDIT RETURN 2023/24 – Section 1 - Annual Governance Statement** (to be signed by Clerk & Chairman)
  - (c) **ANNUAL AUDIT RETURN 2023/24 – Section 2 – Accounting Statement** (to be signed by the Clerk & Chairman)
18. To consider and approve the following Grants/Donations

(a) P.C.C. Mathon – first half of grant 2024/25 - £700.00

19. **HIGHWAYS**

- (a) Pot Hole outside Badgers where the hedge has been cut back Ref FS Case - 595342545s
- (b) Pot holes – Hackney Cross – FS Case 595343953
- (c) Blocked culvert along West Malvern Road – FS Case 595345623
- (d) Pot Holes – Rook Row Farm – reported again by Clerk via phone to BB  
These are scheduled to be dealt with by 1<sup>st</sup> May (weather permitting!)
- (e) Other reports/complaints

20. **CLIFFE ARMS**

- (a) Update (if available)

21. Correspondence (available for meeting if not previously e-mailed to Cllrs)

22. Matters for future Agenda

23. Next Meeting date – **Tuesday 2nd July 2024 at 7.30 pm – Mathon Parish Hall**