

Great Witley & Hillhampton Parish Council

Clerk to the Council: Laura Drew, Orchard Bungalow, Shelsley Beauchamp, Worcs.
Tel: 01886 812 967

Last updated May 2015

To Members of Great Witley & Hillhampton Parish Council

You are duly summoned/required to attend the next meeting of Any Village Parish Council to be held at 8.15pm on Wednesday 20 May at Great Witley Village Hall.

Public Question Time will precede the Council meeting from 8.00-8.15pm

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. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

Agenda

- 1. Election of chairman and acceptance of office.**
- 2. Councillors' acceptance of office.**
- 3. Apologies:** To receive apologies and to approve reasons for absence.
- 4. Declarations of Interest:**
 - a) Register of Interests: Councillors are reminded of the need to update/ complete their register of interests within 28 days.
Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
- 5. Minutes:** To consider the approval of the minutes of the last meeting of the council on 18 March 2015. (attached)
- 6. Election of officers & allocation of duties.**
- 7. Parish Council vacancies:** Review current vacancies and agreement to fill posts within 35 days.
- 8. Planning:**
 - a) To review planning application ref: and agree Council comments to submission, if any.

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9. Progress Reports & Local Issues

- a) Bloor Home Developments
- b) Quartergreen
- c) Hundred House Hotel

10. Finance:

- a) To review and approve the last year 2014/15 End of Year summary of accounts & bank reconciliation.
- b) To consider the appointment of Mrs. Diane Malley M.A.A.T. to undertake the formal internal audit.
- c) To review & approve accounts for; and ratification of recent payments.
- d) Review current insurance policy with Messrs. Zurich, recent quotation and agreement on future provision.

11. Risk Assessment: Review & approve Parish Council risk assessment status.

12. Correspondence for Information.

13. Councillors' reports and items for future agenda: Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

14. Date of meetings 2015/16: To confirm the date of meetings.

15. To consider the exclusion of the public and press in the public interest for consideration of the following items:

- a) Personnel issues.
- b) Legal issues.

Signed

Laura Drew

Clerk to Great Witley & Hillhampton Parish Council 15

May 2015

