



# Clent Parish Council

Councillors are summoned to the Annual Meeting of the Parish Council at  
**7:00pm on Monday 15<sup>th</sup> May 2023**  
at Clent Parish Hall, Church Ave, Clent, Stourbridge DY9 9QT  
Press and public are cordially invited to attend.

## AGENDA

**1. Apologies for absence**

To receive apologies and to approve reasons for absence.

**2. Election of Chairman and Vice Chairman**

(a) Election of Chairman for the 2023/24 council year.

(b) Election of Vice Chairman for the 2023/24 council year.

**3. Declarations of interest**

With reference to items on the agenda members are reminded of their responsibility to declare interests (pecuniary and non-pecuniary) and to update their register of interests as required.

**4. Dispensations**

To consider any requests to the Clerk for dispensations from Members who have declared an interest but wish to stay in the meeting during that time to aid discussion/speak/vote.

**5. Questions from the Public (15 minutes maximum)**

Electors 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. The exact duration of the public section is at the discretion of the Chairman.

**6. Updates from District/County Councillors**

To receive updates from the Bromsgrove District Councillors and Worcestershire County Councillor.

**7. Minutes**

To resolve to accept the minutes from the Parish Council meeting on the 17<sup>th</sup> April 2023 as true record of the proceedings.

**8. Correspondence**

To consider any correspondence received since the last meeting:

**9. Policies and Procedures**

To review and approve the following documents for the 2023/24 council year:

(a) Financial Regulations

(b) Standing Orders

(c) Risk Schedule

(d) Asset Register

**10. Internal Auditor's Report 2022/23**

(a) To receive and approve the Internal Auditor's report on the 2022/23 accounts.

**11. Annual Governance and Accountability Return (AGAR) 2022/23:**

**Annual Governance Statement**

To consider and approve the 2022/23 Annual Governance Statement which is Section 1 on the AGAR and agree that the Chairman and Clerk sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations for parish councils.

**12. Annual Governance and Accountability Return (AGAR) 2022/23:**

**Accounting Statements**

To consider and approve the 2022/23 Accounting Statements which is Section 2 on the AGAR and agree that the Chairman and RFO sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations for parish councils.

**13. Finance**

(a) To consider and agree the payment of the following for May 2023:

(i) Clerk salary & expenses	£761.65
(ii) HMRC PAYE	£10.20
(iii) Mr Ed Sheppard Lengthsman	£TBC
(iv) Magazine Account	£272.00
(v) Mr S Geggie	£240.00
(vi) WCC Street lighting Q4 2022/23	£667.59
(vii) Bromsgrove DC lease (sept 21)	£60.00
(viii) Bromsgrove DC bin emptying	£2,970.00

(b) To consider and approve the budget monitoring report (circulated previously)

(c) To consider and approve the monthly bank reconciliation for April 2023 (circulated previously)

**14. General maintenance & highway matters**

To discuss any highway and/or parish maintenance matters and agree any action necessary.

**15. Field Maintenance & Play Areas**

To discuss/consider any field maintenance or play area matters and agree any action necessary.

**16. Planning**

To consider any planning applications submitted to Bromsgrove DC and make any comments in support or objection as consultee.

**17. Website**

To consider a recommendation from the website administrator to upgrade and overhaul the website as there are a number of outdated items and links, plus the site software itself is out of date. (Cllr Mudie and the Clerk).

**18. Parish Magazine**

To nominate a Councillor to write July's contribution to the Parish Magazine.

**19. Councillors' reports and items for the next Agenda**

To receive any items of information from Councillors and consider items for the next Agenda.

Issued: 10th May 2023

Nick Farress  
Clerk & RFO

