



St Peter the Great County Parish Council

Parish Council Office, St. Peter's Village Hall, St. Peter's Drive, Worcester WR5 3TA

You are hereby summonsed to attend a meeting of St Peter's Parish Council on **Monday 26th November 2018 at 7:30pm** in the **Village Hall, St Peters, WR5 3TA**.

The business to be transacted is set out in this agenda. The meeting will include a maximum of 30 minutes of public participation and members of the public are cordially invited to attend. Matters raised must be within the remit of the parish council. The public will not be allowed to speak at any other time during the meeting unless by prior arrangement with the Clerk and the Chairman.

Agenda

- (1) **Apologies for Absence**: To receive apologies and approve reasons for absence.
- (2) **Declarations of Interest**: To receive declarations of interest on matters before the council and to consider requests for councillor dispensation.
- (3) **Adoption of Minutes**: To agree and adopt the Minutes of the Parish Council Meeting held on Monday 29th October 2018.

Public Participation: The meeting will be temporarily adjourned to consider any submissions from the public.

- (4) **Reports from District and County Councillors**: (by invitation of the Chairman).

(5) **Financial Report**:

- a) The Clerk will provide an update on the current financial position of the Council and request approval for the latest bank reconciliations.
- b) To provide an update regarding HMRC.
- c) To provide an update regarding proposed new bank accounts with HSBC.
- d) To approve the following cheque payments, including those made since the last meeting under delegated authority. (The Clerk will also submit any additional invoices for approval for payment that may be received in the period between the issue of the agenda and the commencement of the meeting of the council):

Amount	Payable To	Reason for Payment
£30.00	DCK accounting solutions	Payroll
£325.00	Mr G Walker	Newslink Edit

(6) Clerks Report: To receive a report from the Clerk on correspondence to the council and other pertinent administrative matters, including:

- a) Update on Area 51 Play Area.
- b) MBFLAG ACV response from the City Council.
- c) SWDP public consultation.
- d) Amendment to the Clerk's contract.

(7) Portfolio Holder Reports: To receive verbal reports from those portfolio holders who wish to inform Council on current matters pertinent to their areas of responsibility, including:

- a) **Green Spaces:** Cllr. Tidy to present a verbal report regarding Friends Group activities and to receive the Parish Warden report from the City Council. Cllr. Tidy will also present a draft Memorial Bench Policy for the Council's consideration and adoption.
- b) **Finance:** Cllr. Tucker to propose adoption of the draft 2019/20 budget as circulated to Councillors prior to the meeting.
- c) **Festival:** Cllr. Tidy will propose the following resolution to Council:

"The Clerk is authorised to secure, at the earliest opportunity, subject to Financial Regulations and at a self-employed contractual cost not exceeding £1500, the services of a person who in his opinion has suitable and relevant experience to act as the Festival Organiser for 2019."

Subject to Council adopting the above resolution, Cllr. Tidy will also propose that the Festival Working Party be reconstituted to oversee and support the planning of the 2019 Parish Festival, such Working Party to be chaired by the Clerk and to include all councillors who are willing to serve, together with the Festival Organiser and such other persons that the Working Party shall deem appropriate to co-opt.

- d) **Highways:** Cllr. Kemp to update Council regarding the latest Highways information.

(8) Date of Next Meeting: Proposed as **Thursday 10th January** at 7:30pm in St Peter's Village Hall.