

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence. E. Chitty.

www.quattpc.org.uk

William S. Griffiths
CLERK OF THE COUNCIL
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21st June 2024

Dear Councillor,

You are invited to attend the Special Meeting of Quatt Malvern Parish Council to be held on Thursday 27th June 2024 in the Village Hall, Quatt, at 7.30 pm, for the purpose of transacting the following business.

W.S.Griffiths

William S. Griffiths, Clerk of the Council.

OPEN FORUM 7.30 PM – 7.45 PM where members of the public are invited to speak on matters affecting the Parish.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST IN RESPECT OF ANY MATTER TO BE CONSIDERED AT THE MEETING.

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest or Other Registerable Interest and should leave the room prior to the commencement of the consideration of that item.

3. MINUTES

i) To approve and sign the minutes of the Annual Meeting of Quatt Malvern Parish Council held on 30th May 2024.

ii) To receive the minutes of the Quatt Malvern Annual Parish Meeting held on 25th April 2024.

4. MATTERS ARISING FROM THE MINUTES

To consider any matters arising from the minutes of the last meeting and not listed for consideration on this agenda.

5. POLICE REPORT

The Police have requested the Parish Council to carry out the periodic review of its policing priorities.

The present priorities are, in descending order of priority:

- i) Anti-social behaviour
- ii) Speeding Vehicles
- iii) Theft from Farms

The Police say that the Council can give just one or two priorities if it so wishes.

Does the Council wish to alter these priorities or replace them with another category of offence?

6. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL AND THE NATIONAL TRUST

The local member of Shropshire Council and the National Trust have been invited to attend this meeting if they wish, or to postpone their report until the regular meeting in July.

7. FINANCIAL MATTERS

a) Income

There is no income to report.

b) Payments made under delegated powers since the Last Meeting

To approve the following electronic payments:

i) Clerk's salary and PAYE

| <u>Date</u> | <u>Payee</u> | <u>Amount</u> | <u>VAT</u> | <u>Purpose</u> |
|-------------|---------------|---------------|------------|----------------|
| 20.06.24 | W.S.Griffiths | 187.20 | 0 | net salary |
| 20..06.24 | HMRC | 46.80 | 0 | PAYE |

ii) Quatt Village Hall £25.00 (no VAT) Meeting of the Parish Council 30th May .

c) New Invoices

External Audit £60.00 (No VAT)

d) Clerk's and Councillors' expenses

i) W.S. Griffiths –

Clerks Travel Expenses - Posting of Notices 16 miles@0.45 per mile = £7.20

TOTAL £ 7.20

ii) Councillor L.Chitty – grass cutting expenses £20.83 + VAT £4.17 = £25.00

f) Financial Progress

To consider the summary of receipts and payments for 27th June 2024 and to approve the bank reconciliation.

8. PLANNING MATTERS

a) New Planning Applications

There are no new applications to consider.

b) Determined Applications

There are no determined applications to consider.

c) Community Led Plan

9. AGAR (ANNUAL GOVERNANCE AND AUDIT) REVIEW 2023-24

As in previous years, the Council are eligible to submit a certificate of exemption to the external auditor on the basis that the income and expenditure in the year in question fell below the prescribed level at which an external audit was required. However, the Council still need to complete an annual governance return and submit to an internal audit.

The report from the internal auditor has now been received and will enable the Council to complete and approve the Exemption Certificate and Governance Review and to publicise these documents according to the regulations.

The following documents are attached:

-Final Accounts 2023-24

- Bank reconciliation 31.03.2024

-Letter from the Internal Auditor

-Internal Audit Report

-Certificate of Exemption, accounting statement and Annual Governance Review (to be completed at the Meeting)

-Explanation of variances

-Explanation of Variances Explanatory Notes.

The Council are asked to:

- a) Consider the report of the internal auditor.
- b) Approve the Exemption Certificate and the statement of accounts.
- c) Complete the Annual Governance Return.
- d) Determine dates for electors' rights to inspect the accounts. (Recommend Monday 1st July to Friday 9th August 2024).

10. ROADS AND FOOTPATHS

- a) To consider any issues arising in the Parish with regards to Roads and Footpaths

11. PARISH MATTERS

- a) Parish Amenities

To consider any matters of concern arising in the Parish.

12. REPORTS FROM OTHER MEETINGS

- a) SALC
- b) Local Joint Committee
- c) Village Hall Committee.
- d) Bridgnorth Local Plan Review Steering Committee

13. CORRESPONDENCE

14. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 25th July 2024 in Quatt Village Hall at 7.30pm.