

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence E Chitty.

[www.quattpc.org.uk](http://www.quattpc.org.uk)

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23rd May 2024

Dear Councillor,

You are invited to attend the Annual Meeting of Quatt Malvern Parish Council to be held on **Thursday 30th May 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.

1 ELECTION OF CHAIRMAN OF THE COUNCIL

Currently Cllr. Lawrence E.Chitty.

2. ELECTION OF VICE-CHAIRMAN

Currently Cllr Robert Law

3. APOLOGIES FOR ABSENCE

4. 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.

5. OPEN FORUM

6. BANKING

To confirm the continued use of HSBC plc as the Council's banker.

## 7. RESPONSIBLE FINANCIAL OFFICER

To confirm the appointment of the Clerk as the responsible Financial Officer to the Council.

## 8. INTERNAL AUDITOR

To confirm the continued employment of Mr S.Jones as the internal auditor for the Council.

## 9. TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES:

(The present representative is shown)

### a) Local Joint Committee:

Cllr. Lawrence Chitty represents the Council.

### b) Bridgnorth & Shifnal Area Committee of SALC:

Cllr. Mrs. J.A. Yates represents the Council on the Area Committee

### c) Quatt Village Hall Committee:

Ms S.Hunter is the representative of the Council.

### d) The Quatt Malvern United Charity:

Cllr. Mrs. J.A. Yates serves as a Trustee of this local charity.

### e) Community Led Plan Working Group

Cllr Ms S. Hunter

### f) Bridgnorth Plan Steering Group

Cllr R. Law

## 10. REVIEW OF STANDING ORDERS

The Council reviews its Standing Orders every year. A copy is attached to the agenda.

## 11. BANK MANDATE

To consider whether any changes need to be made to the bank mandate.

## 12. MINUTES

To approve and sign the minutes of the Meeting of Quatt Malvern Parish Council held on 28<sup>th</sup> March 2024.

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

a) Income

b) Payments made under delegated powers since the Last Meeting

i) Clerk's salary and PAYE

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Purpose</u>
27.04.24	W.S.Griffiths	173.47	0	net salary
27.04.24	HMRC	43.20	0	PAYE
19.05.24	W.S.Griffiths	173.47	0	net salary
19.05.24	HMRC	43.20	0	PAYE

28<sup>th</sup> March 2024 Meeting - £25.00 (no VAT)  
25<sup>th</sup> April (Annual Parish meeting) - £25.00 (noVAT)

c) Invoices

£164.29 (no Vat)

ii) Registration with Information Commissioner £40.00 (No VAT) paid by the Clerk.

#### d) Clerk's and Councillors' Expenses

i) W.S. Griffiths –

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

Telephone / Internet allowance	£ 20.00
	= £ 27.20

e) Grants and Donations

There are no applications to consider.

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

To be considered at a special meeting of Thursday 27<sup>th</sup> June 2024

16. PLANNING MATTERS

a) New Applications

There are no new applications to consider.

b) Determined Applications

There are no determined applications to report.

c) Community Led Plan

17. ROADS AND FOOTPATHS

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

b) The BOAT, pedestrian refuge and danger to pedestrians at Wootton Lane

There is nothing further to report on these matters.

18. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL

Councillor Colin Taylor, who represents the Alveley and Claverley Division of Shropshire Council has been invited to attend the meeting and report on the work of the Unitary Council.

19. NATIONAL TRUST REPORT

20. PARISH MATTERS

a) Parish Amenities

To consider any matters of concern arising in the Parish.

21. AMENDMENTS TO REGISTER OF ELECTORS

There are currently 193 electors on the register.

22. REPORTS FROM OTHER MEETINGS

a) SALC

b) Local Joint Committee

c) Village Hall Committee.

d) Bridgnorth Local Plan Review Steering Committee

23. CORRESPONDENCE

24. DATE OF NEXT MEETING

i) A special meeting of Quatt Malvern Parish Council will be held on Thursday 27<sup>th</sup> June in Quatt Village Hall at 7.30

ii) The next regular meeting of Quatt Malvern Parish Council will be held on Thursday 25<sup>th</sup> July 2024 in Quatt Village Hall at 7.30 pm.