



Cleobury Country Centre  
Cleobury Mortimer  
Kidderminster  
Worc's  
DY14 8PE  
Tel no: 01299 271154

Date: 8<sup>th</sup> May 2018

To: All Town Council members

You are summoned to attend the **TOWN COUNCIL AGM** meeting to be held on **MONDAY 14<sup>th</sup> MAY 2018, 7.00pm** at the **Cleobury Country, Love lane, Cleobury Mortimer**, for the transaction of business as set out in the agenda below.

The Public and Press are invited.

Yours Sincerely



Matt Sheehan  
Clerk

## AGENDA

**05.0.18 To elect the Chairman** and to receive the Chairman's Declaration of acceptance of Office.

**05.1.18 To elect the Vice Chairman** and to receive the Vice Chairman's Declaration of acceptance of Office.

**05.2.18 Democratic 15-minute Public Time**

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person).

**05.3.18 Apologies for absence**

**05.4.18 Declaration of interests:  
Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

**05.5.18 To approve the Minutes of the Town Council Extraordinary Meeting Tuesday 1<sup>st</sup> May 2018**

**05.6.18 Matters arising from the minutes**

Clerk's Report.

**05.7.18 Councillors' reports and items for future agendas**

**05.8.18 Unitary Council Reports (Cllr G Butler / Cllr M Shineton)**

**05.9.18 Annual Review of Council procedures and Committees**

- a) To review councillors' roles and make appointments to committees, working groups and representatives to outside bodies. Flag man, Tree Warden.
- b) To set dates and venue for Town Council meetings for the forthcoming year.
- c) To review Standing Orders, Social Media Policy, (other policies to review at a later meeting).
- d) To adopt policies and notices for GDPR compliance, as listed.
  - I. Email Contact Privacy Notice
  - II. Hirers Privacy Notice



- III. Neighbourhood Plan Privacy Notice
- IV. Councillor Privacy Notice
- V. Purchase of Exclusive Rights Privacy Notice
- VI. Privacy consent form
- VII. General Privacy Notice
- VIII. Subject Access Policy
- IX. Personal Data Management and Audit Policy April 2018

**05.10.18 Planning Matters:  
Planning References:**

**05.11.18 Financial Matters**

**a) Accounts to be paid:**

Shropshire Council - Wages

**Cheques for payment: -**

Viking – toilet and office supplies - £349.75

Alan Guest – grass cutting - £918.00

B & G A Davies Catering – Meeting refreshments - £120.00

West Mercia Energy – toilet electric (March) - £83.18

Morris, Bufton & Co – maintenance equipment - £162.40

SALC – Good Councillor Guide books and Appraisals training - £37.80

R Price – grass cutting - £530.00

J Bodenham – Annual Meeting expenses - £148.09

Cleobury Country – room hire and refreshments - £96.00

HR Solutions – IT support - £75.00

M Sheehan – re-imbursments and travel expenses - £191.00

Lacon Childe School – Playing Field/Skate Park grass cutting 2017 - £1,650.00

Prysmian – 7 x replacement streetlight columns - £9240.00

**b) Payments Received**

Cemetery Fees - £375.00

**05.12.18 Parking Issues Update – Cllr Smith, Cllr Goold**

**05.13.18 Streetlight Issue Eagle Lane – Cllr Bodenham**

New information regarding movement of streetlight.

**05.14.18 Teambuilding / Training – Cllr Brown**

Externally done with Councillors and staff

**05.15.18 The Wells – Cllr French**

To discuss long term action to refurbish the Wells.

**05.16.18 Dog mess, Public Protection Orders – Cllr Brown**

Discuss additions to Public Protection Orders and actions to combat dog fouling issues.

**05.17.18 Parish AGM Update – Cllr Bodenham**

**05.18.18 Quality status Update – Cllr Bodenham**

**05.19.18 Councillors Surgeries – Cllr Brown**

**05.20.18 To confirm date of the next Parish Council meeting.**

The next Parish Council meeting to be June 4<sup>th</sup> 2018.

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Under section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Act by virtue of the paragraph specified against the item.

***Note to Councillors: Please ensure that any updates to your Declaration of Interest forms are delivered back to the office before the end of May. Until this meeting has been held Councillors will not know what outside committees or organisations they may be appointed to.***