

# **CRADLEY PARISH COUNCIL**

2 New Cottages, Clenchers Mill Lane, Eastnor, Ledbury, HR8. 1RR.

Dear Councillor,

You are summoned to attend the Annual Meeting of Cradley Parish Council which will take place on Tuesday 13<sup>th</sup> May 2014 in **Cradley Village Hall** at **7.45pm**. to enable the following business to be transacted.

**Mary Barnett**  
**Clerk to the Council.**

## **A G E N D A**

1. **To elect Chairman** for the year 2014/2015 – sign Acceptance of Office.
2. **To co-opt two new members** – Sarah Herriot and Ann Carver.
3. **Apologies** – to receive and approve apologies for absence.
4. **Declarations of Interest** – both personal and prejudicial.
4. **To elect a Vice Chairman** for the year 2014/15.
5. **To elect members** of the various sub-committees, *see attached list*.
6. **To re-appoint** Editor of Reporter.
7. **To re-appoint** Correspondent for the Parish Newsletter.
8. **To re-appoint Internal Auditor** – Terry Robshaw.
9. **To confirm** Minutes of Meeting held on 8th April 2014.
10. **Progress Reports** on outstanding issues.
11. **Planning Report – TLJ.**
12. **To receive** feedback on Parish Meeting.
13. **Financial matters – Approve payment** of the following accounts –

HMRC – Clerk’s PAYE	£150.00
Innmentor, web hosting	£55.00.
Storridge Village Hall, hire fees	£70.00.
Marion Griffiths, payroll 2013/14	£55.00.
Signature Gardens, grass cutting	£168.00.
- To approve** audited Accounts to 31<sup>st</sup> March 2014
- To approve** Annual Return to 31<sup>st</sup> March 2014.
14. **To agree Schedule of financial reporting** – at present September/March.
15. **To confirm cheque signatories** and if necessary, amend Mandate
16. **To check** Register of Interest forms.
17. **To agree action** (if any) on correspondence received (*see copy anonymous letter received in post re NDP*).
18. **Public question time** (this may be brought forward, delayed or deferred at the discretion of the Chairman).
19. **Items for Newsletter.**
20. **Literature received.**
21. **Councillors’ reports and items for future Agenda** – *Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*
22. **Date of next meeting** – 3rd June 2014 in Cradley Village Hall.

**Mary Barnett,**

**Clerk to the Council.**  
**Tel/fax 01531 635103.**