

ALVELEY AND ROMSLEY PARISH COUNCIL
NEAR BRIDGNORTH, SHROPSHIRE
Chairman Pam Barker

Clerk to the Council:
David Rawlinson

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43 Church View Gardens
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DY7 6EE

29th June 2021

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council, which will be a Monthly Meeting' to be held on Tuesday 6th July 2021 in the Pavilion, Daddlebrook Road, Alveley, at 7.45pm, preceded by an Open Forum at 7.30pm.

Yours sincerely

DRawlinson

David Rawlinson
Clerk to the Council

AGENDA

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE – an apology for absence has been tendered by Cllr. Miss I. D. Jakeman (personal).
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF THE SPECIAL PARISH COUNCIL MEETING HELD ON TUESDAY 22ND JUNE 2021.
5. TO CONSIDER URGENT PARISH MATTERS
Held over from previous meeting –
 - Speeding on the A442;
 - Graffiti at the Play Area;
 - Conservation issues at the Buttercross;
 - Police Community Charter Contract.
6. REPORT FROM SHROPSHIRE COUNCILLOR – Chairman to suspend Standing Orders to allow Cllr. Lynch to speak.
7. REVIEW TERMS OF REFERENCE, MEMBERSHIP AND DELEGATION TO COMMITTEES – documents attached.
8. ACTION/FORWARD PLAN 2021/22 – attached.

9. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS
 1. Planning Application received – to make recommendations to Shropshire Council
21/02549/FUL Erection of a single storey porch extension and new roof to front, 3 Whittal Close, Alveley, WV15 6PF.
 2. Planning Applications received since the Agenda closed Council to make recommendations to Shropshire Council
 3. Planning Decisions received from Shropshire Council
 4. Planning Decisions received from Shropshire Council since the Agenda closed
To note
 5. Other planning matters for information only – to note
21/03021/DIS Discharge of conditions 5 (glazing details), 6 (roof materials), 8 (trees) and 9 (drainage details) on planning permission 20/01755/FUL | Alveley Cricket Club, Turley Green, Alveley. WV15 6LP
10. ALVELEY RECREATION ASSOCIATION – ANNUAL GENERAL MEETING –
Chairman to report.
11. CHRISTMAS TREE AND DECORATIONS
12. FINANCIAL REPORT - attached.
13. ITEMS FOR FUTURE MEETINGS
New Councillor induction (ongoing)
Neighbourhood/Parish planning (September)
Review Parish Council's Code of Conduct (September)
Climate emergency (September)
Review of the Council's complaints procedure (September)
Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (September)
Review of the Council's policy for dealing with the press / media (September)
14. TO CONFIRM THE DATE OF THE NEXT MEETING
The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 7th September 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

To: Cllr. Ms. P. M. Barker, Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. J. R. Taylor and Cllr. Ms. V. N. Voysey

Cc. Cllr. Mr. E. L. Lynch

21/22/06

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of a Special Meeting of the Parish Council held on Tuesday 22nd June 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30pm

019. PRESENT

Cllr. Ms. P. M. Barker, Cllr. Mr. M Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter.

020. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk)

021. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Mr. R. J. Narburgh (personal) and Cllr. Ms. V. N. Voysey (work).

022. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

023. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 18TH MAY 2021

It was **resolved** that the minutes of the Annual Meeting held on 18th May 2021 were a true and accurate record.

024. URGENT PARISH MATTERS

A number of issues were raised as follows and it was **agreed** to discuss them at the next monthly meeting on 6th July 2021:

- Speeding on the A442;
- Graffiti at the Play Area;
- Conservation issues at the Buttercross;
- Police Community Charter Contract.

025. ANNUAL ACCOUNTS 2021/21 –

- (a) Internal Audit Report – the Clerk referred to the report which had been circulated. He noted that the overall judgement was wholly positive and was reflected in the Internal Audit section of the Annual Governance Return (AGAR). The detailed findings provided independent evidence to support the statements in Section 1 of the AGAR, and Section J. of the report validated the figures provided by the Clerk in Section 2 of the AGAR.

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The Clerk noted that, because of COVID restrictions, it had not been possible to meet some of the specific requirements of Financial Regulations in respect of Councillors verifying and initialling bank statements and invoices.

It was **agreed** to receive the internal audit report and to authorise the Clerk to write to Mrs. Hackett to thank her for her continued support.

(b) Governance and Accountability Return 2020/21 -

1. Section 1 – Annual Governance Statement 2020//21

Each section of the Statement was considered and an affirmative response was **agreed**, after which it was **resolved** to **approve** the Statement for signature by the Chairman and Clerk.

2. Section 2 – Accounting Statements 2020/21

The specific entries were considered in the light of the advice of the Internal Auditor and previous information provided by the Clerk, and it was **resolved to** approve the Statements for signature by the Chairman.

3. It was further **resolved** to approve the statement setting out the Dates of the Period for the Exercise of Public Rights.

026. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received –

21/02314/FUL Erection of a replacement building, Spring Cottage, 69 Alveley, Bridgnorth, WV15 6HG.

Members were concerned at the lack of detailed information provided to support this application. They noted that:

- This site is in the Green Belt;
- The property has been empty for over two decades;
- It is near to the western boundary of the Alveley Conservation Area;
- Work has already been done at the property, including the removal of a hedge and stonework;
- The new property will not be affordable nor an agricultural worker's dwelling;
- The footprint of the new building is much larger than the existing footprint. The new building will therefore not be sympathetic to the size, mass and character of the existing building (contrary to Section 145(d) of the National Planning Policy Framework);
- Based on the proposed elevations, the visual impact of the new building will be significantly different from the existing building, and will not

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respect the character of the local area, making it an inappropriate development in the Green Belt.

After a lengthy discussion the Parish Council **agreed** to oppose this application but also **agreed** to reconsider in the event of further relevant information being provided.

21/02443/FUL Erection of two storey side extension, Paper Mill, 121 Alveley, Bridgnorth, WV15 6HE.

In view of Shropshire Council's previous decisions on planning applications at this site, it was **agreed** not to oppose this application.

21/02549/FUL Erection of a single storey porch extension and new roof to front, 3 Whittal Close, Alveley, WV15 6PF.

It was **agreed** to defer consideration of this application until the next meeting.

2. Planning Applications received since the Agenda closed - none

3. Planning Decisions received from Shropshire Council - noted

21/01692/BDD Application for prior approval under Part 1, Class AD of the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) for the erection of one additional storey, High Leasowes, Romsley Lane, Romsley, Bridgnorth.

Parish Council recommendation – refuse; Decision – approved

4. Planning Decisions received from Shropshire Council since the Agenda closed – none.

5. Other planning matters for information only

The Clerk reported that the owners of Severn Valley Alpacas have lodged an appeal against Enforcement Notice 19/06791/ENF. Written representations have been invited but these must be submitted by 1st July 2021. The Clerk advised against further Parish Council representations at this stage, because of the tight timescale and the need for any submission to be technically accurate, and not open to legal challenge. After discussion, it was **agreed** that the Parish Council should **note** the position.

027. FINANCIAL REPORT

1. Bank Reconciliation at 31st May 2021 - the Parish Council **noted** the statement, and **instructed** the Vice-chairman and Cllr. Haddon to verify the detailed entries against the relevant bank statements and cash book entries.

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2. HSBC Bank Mandate – the Clerk advised that, with a new Parish Council in place, it is necessary to update the Banking Mandate which sets out those individuals who are authorised to sign cheques. The Parish Council’s previous policy has been to authorise all Councillors as cheque signatories and to require two signatures on each cheque. The Clerk hopes to be able to complete the new mandate for approval by the Parish Council at the monthly meeting on 6th July 2021. The Parish Council **confirmed** its policy on cheque signatories and **agreed** to approve a new Banking Mandate at the next meeting.
3. Parish Council’s Insurance Arrangements – the report provided information to satisfy Sections 5.k.xiv of Standing Orders, so that the Parish Council could **confirm** that it has suitable arrangements for insurance cover in respect of all insurable risks.
4. Recent Insurance Claim - The Parish Council **agreed** to meet the VAT element of legal costs resulting from a recent insurance claim; these can then be reclaimed.
5. Street Lighting - the Clerk advised that Shropshire Council has belatedly confirmed the annual charge in 2021/22 for street lighting electricity. This is £280 per month and would represent a saving of nearly £200 on the 2020/21 outturn and nearly £600 on the 2021/22 approved budget. The Parish Council **noted** this information.
6. Vouchers/Invoices for Approval and Cheques for Signature - a schedule of vouchers/invoices was attached to the report. The Parish Council **approved** the schedule and **instructed** Cllrs. Miss Jakeman and Mrs. Potter to initial the vouchers and sign the cheques to be paid.

028. ITEMS FOR NEXT MEETING

New Councillor induction (ongoing)

Review terms of reference, membership and delegation to Committees.

Christmas tree and decorations.

Review of inventory of land and assets including office equipment and confirmation of arrangements of insurance cover in respect of all insurable risks.

029. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 6th July 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 20.30

The Chairman thanked everyone for their attendance.

PARISH COUNCIL MEETING 6TH JULY 2021 – AGENDA ITEM 7

ALVELEY AND ROMSLEY PARISH COUNCIL NEAR BRIDGNORTH, SHROPSHIRE Chairman Pam Barker

APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL AND OTHER BODIES FOR 2021 - 2022

THE FOLLOWING LIST SHOWS THOSE SERVING COUNCILLORS WHO HAVE PREVIOUSLY BEEN APPOINTED AND INDICATES WHERE A PREVIOUS COMMITTEE MEMBER HAS NOW STOOD DOWN.

COMMITTEES

1. Planning – Cllrs. Mr. C. D. Noble, Mrs. S. L. Potter, Mr. J. R. Taylor – **one vacancy**
2. Play Area – Cllrs. Mrs. S. Potter, Mr. R.J. Narburgh with one co-option from Alveley Recreation Association – **one vacancy**
3. Staffing – Cllr. Ms. P. M. Barker – **two vacancies**
4. Street Lighting – Cllrs. Mr. C. D. Noble, Mr. R. J. Narburgh – **one vacancy**

The Chairman and Vice Chairman are ex officio Members of all committees

AFFIRMATION OF VILLAGE APPOINTMENTS

1. Footpaths and Rights of Way officer – to remain vacant for the time being
2. Tree warden, Flood/Snow and Power Wardens – not made

APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING BODIES

1. Alveley Parish Memorial (Village) Hall – **one vacancy**
2. Alveley Recreation Association – Cllr Ms. P. M. Barker
3. SALC Bridgnorth & Shifnal Area Committee – Cllrs. Ms. P.M. Barker and C. D. Noble
4. C.P.R.E. (Bridgnorth & District Branch) – **one vacancy**
5. Local Joint Committee – Cllr. Mr. C. D. Noble
6. Lower Severn Flood Forum – request agenda and minutes
7. Severn Valley Country Park Advisory Group – Cllr. Ms. P.M. Barker – **one vacancy**

APPOINTMENTS TO CHARITABLE TRUSTS

1. Alveley Charity – Cllr. Mrs S.L. Potter - **one vacancy**
2. Whitall Meadows Trust – Cllr. Mr. R. J. Narburgh

**ALVELEY AND ROMSLEY PARISH COUNCIL
PARISH COUNCIL MEETING 6TH JULY 2021 – AGENDA ITEM 7**

**DELEGATIONS TO COMMITTEES
THE EXISTING DELEGATIONS ARE SET OUT BELOW**

PLANNING COMMITTEE	
MEMBERSHIP	4 councillors (the Chairman and Vice Chairman of the Council are ex officio members [unless already members] unless they decide not to be). All Councillors are entitled to attend Planning Committee meetings and to speak and vote on any agenda items, subject to Council's Code of Conduct. Neither the Chairman nor Vice Chairman will automatically be the Chairman of the Committee.
DELEGATED BUDGET	None
TERMS OF REFERENCE	
<ol style="list-style-type: none"> 1. To act on behalf of the Council in considering and commenting on individual applications for Planning Permission within the Parish Council area. 2. To consider and make recommendations to Council about proposed changes in local or national planning policy. 3. To lead and co-ordinate the work required to develop a Neighbourhood Plan for Alveley and Romsley. 4. To initiate and support developments which enhance the physical infrastructure of the area. 5. To consider any matter referred to it by the full Council 6. To keep minutes and record decisions 7. Report back to full Council via minutes/reports with any recommendations for further action 	
DELEGATED POWERS	
<ol style="list-style-type: none"> 1. Elect Chairman of the committee (annually) 2. Have the power to form sub-committees and/or task and finish groups to report back to the committee or the full Council (annually) 3. To be able to spend such sums as agreed by the Council for the purposes of the work of the committee. 4. Consult users and others to find out what additions or changes may be required and act upon them 	

**ALVELEY AND ROMSLEY PARISH COUNCIL
PARISH COUNCIL MEETING 6TH JULY 2021 – AGENDA ITEM 7**

**DELEGATIONS TO COMMITTEES
THE EXISTING DELEGATIONS ARE SET OUT BELOW**

PLAY AREA COMMITTEE	
MEMBERSHIP	4 councillors (the Chairman and Vice Chairman of the Council are ex officio members [unless already members] unless they decide not to be) and one person appointed by the Alveley Recreation Association. Neither the Chairman nor Vice Chairman will automatically be the Chairman of the Committee.
DELEGATED BUDGET	
TERMS OF REFERENCE	
<ol style="list-style-type: none"> 1. To act on behalf of the Council to manage the Play Area 2. To carry out regular inspections of the Play Area to ensure the safe operation the equipment. The committee will keep the Council informed of any major safety concerns and action required 3. Consider any matter referred to it by the full Council 4. To consider further development of the Play Area and activities for children and young people 5. To keep minutes and record decisions 6. Report back to full Council via minutes/reports with any recommendations for further action 	
DELEGATED POWERS	
<ol style="list-style-type: none"> 5. Elect Chairman of the committee (annually) 6. Have the power to form sub-committees and/or task and finish groups to report back to the committee or the full Council (annually) 7. To be able to spend such sums as agreed by the Council for the purposes of the work of the committee. 8. To close part or all of the Play Area if it considers it necessary for the safety of users or to protect the equipment 9. Consult users and others to find out what additions or changes may be required and act upon them 	

**ALVELEY AND ROMSLEY PARISH COUNCIL
PARISH COUNCIL MEETING 6TH JULY 2021 – AGENDA ITEM 7**

**DELEGATIONS TO COMMITTEES
THE EXISTING DELEGATIONS ARE SET OUT BELOW**

NAME OF COMMITTEE	STAFFING
MEMBERSHIP	3 councillors (the Chairman and Vice Chairman of the Council are ex officio members [unless already members] unless they decide not to be). Neither the Chairman nor Vice Chairman will automatically be the Chairman of the Committee.
DELEGATED BUDGET	TBA
TERMS OF REFERENCE <ol style="list-style-type: none"> 1. To carry out the employer functions of the Council towards its employee(s) 2. To advise the Council on terms and conditions of employment and any other material consideration concerning the Council's responsibilities as an employer 3. To consider employment matters referred to it by the Council 4. To keep minutes and a record of its decisions 5. To report back to the Council via minutes/reports with any recommendations for further actions 6. To act on behalf of the Council as the Clerk's (and any other employees') line manager 7. To carry out, on behalf of the Council, its duties as an employer and keep the Council's obligations as such under review 	
DELEGATED POWERS <ol style="list-style-type: none"> 1. Elect a Chairman of the committee (annually) 2. Have the power to form sub-committees and/or task and finish groups to report back to the committee or the full Council (annually) 3. To be able to spend such sums as agreed by the Council for the purposes of the work of the committee. 4. To oversee the Council's health and safety responsibilities so far as they apply to employment 5. To monitor monthly work sheets 6. To note and record absence due to ill health and keep the Council informed of significant health concerns and absence 7. The Chairman to authorise the Clerk's holiday jointly with the Chairman of the Council and notify the Council 8. To carry out the Appraisal process 9. To take the lead in disciplinary issues 10. To take the lead in grievance and dispute issues 11. To take the lead in producing employment policies and procedures 12. To lead on the procedure for recruitment, selection and induction of new staff 	

ALVELEY AND ROMSLEY PARISH COUNCIL
PARISH COUNCIL MEETING 6TH JULY 2021 – AGENDA ITEM 7

DELEGATIONS TO COMMITTEES
THE EXISTING DELEGATIONS ARE SET OUT BELOW

NAME OF COMMITTEE	STREET LIGHTING COMMITTEE
MEMBERSHIP	3 councillors (the Chairman and Vice Chairman of the Council are ex officio members [unless already members] unless they decide not to be).
DELEGATED BUDGET	An annual budget decided by the Council
TERMS OF REFERENCE 7. To act on behalf of the Council to make decisions as delegated by the Council. 8. To carry out inspections, or authorise inspections to be carried out by competent contractors, of lighting columns to ensure the safe operation the equipment. The committee will keep the Council informed of any major requirements for inspection. 9. To consider matters relating to street lighting that in its opinion may be of benefit to the operation of street lighting. 10. Consider any matter referred to it by the full Council. 11. To keep minutes and record decisions. 12. Report back to full Council via minutes/reports with any recommendations for further action.	
DELEGATED POWERS 10. Elect Chairman of the committee (annually) 11. Have the power to form sub-committees and/or task and finish groups to report back to the committee or the full Council (at least annually) 12. To be able to spend such sums as agreed by the Council for the purposes of the work of the committee. 13. To issue instructions, through the Clerk, for urgent work that is required on safety grounds whether or not there is a budget.	

David Rawlinson

Clerk

1st May 2021

**ALVELEY AND ROMSLEY PARISH COUNCIL
ACTION/FORWARD PLAN 2021/22**

The Parish Council will agree an action plan for the next financial year before its annual finance meeting in January, and will use this plan as a basis for budget setting. It will be reviewed in October (half-year) and December (budget planning).

SUBJECT/ACTIVITY	ACTION(S)	RESPONSIBILITY	TARGET DATE	COMMENTS
Council Policies and Procedures	To update – (1) Health and Safety Policy (2) Equality and Diversity Policy To review Standing Orders and Financial Regulations in the light of any ongoing legislative requirements arising from COVID-19.	Council Council Clerk to advise Council	(1) December 2021 (2) September 2021	Approved December 1996 Approved September 2011 May need to cover virtual meetings/ status of on-line signatures etc.
Neighbourhood planning	(1) Review and update submission to Shropshire Council for Bridgnorth Place Plan (2) Draw up issues and options document with focus on housing, infrastructure and sustainability	Council	(1) September 2021 (2) September 2021	(1) Consult with Shropshire Council Place Plan Officer (2) Take account of latest iteration of Shropshire Local Plan submission
Environment/Climate Emergency	Research and commission possible local projects to reduce carbon emissions or promote sustainability	Council	December 2021	Initial training and research are required to access this agenda
Rural Crime Prevention	(1) To review the recent nature, extent and impact of crime in the local community. (2) To work with the local community to develop effective schemes to combat crime e.g. neighbourhood watch, smartwater	Council	September 2021	Collaboration and consultation with local residents, the Police and other agencies will be essential

SUBJECT/ACTIVITY	ACTION(S)	RESPONSIBILITY	TARGET DATE	COMMENTS
Parish Council website	Continue to develop website	Clerk in consultation with Council	Ongoing	Develop new section on climate emergency/sustainability
Risk management and insurance	Review Risk Assessment	Council	Mar 2022	Required by Internal Auditor to demonstrate effective internal control
Street lighting	Apply Street Lighting Management Plan	Council	Ongoing	
Parish Council newsletter	(1) Publish September newsletter (2) Publish New Year newsletter	Clerk in consultation with Cllr. Noble	(1) Sept. 2021 (2) January 2022	Delivery arrangements to be reviewed
Training and development	Implement 2021/22 Training and Development Plan	Council	By 31 March 2022	Priority to be given to induction training for new councillors.
Play Area	Take action to deal with repair/maintenance requirements identified by monthly/annual inspections	Clerk in consultation with Play Area Committee Chairman	Ongoing	
Closed Churchyard	(1) Establish annual programme of tree inspections and commission required maintenance. (2) Agree phased work programme for other health and safety issues with Parochial Church Council (PCC) (3) Commission urgent work	(1) Council (2) Clerk in consultation with Chairman and Vice-chairman (3) Council	(1) April 2021 (2) July 2021 (3) September 2021	All work will require approval by the Diocesan Authority
Christmas Decorations	Carry out assessment of costed options for Dec. 2021	Clerk	June 2021	No decorations or tree lights since 2017

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

PARISH COUNCIL 6TH JULY 2021

Agenda item 12

FINANCIAL REPORT

1. **Purposes**

To deal with the following matters:

- (a) Bank reconciliation at 31st May 2021;
- (b) HSBC Bank Mandate
- (c) Vouchers for approval and cheques for signature.

2. **Bank Reconciliation at 30th June 2021**

Balances as at 30.06.21 -

Bank	£
Business Money Manager Account	69,111.19
Community Account	33,477.23
CCLA Public Sector Deposit Account	35,000.00
	<u>137,588.42</u>

Less unrepresented cheques -	202281	171.07
	202282	37.00
	202283	1,218.00
	202284	121.04
	202285	1,008.13
		<u>135,033.18</u>

Cash Book		£
Opening balances as at	01/04/2021	87,696.19
Add receipts to	30/06/2021	54,868.03
Less payments to	30/06/2021	-7,531.04
		<u>135,033.18</u>

2.1 The Parish Council is **requested to note** this information.

3. **HSBC Banking Mandate**

3.1 With a new Parish Council in place, it is necessary to update the Banking Mandate which sets out those individuals who are authorised to sign cheques. The Parish Council's previous policy has been to authorise all Councillors as cheque signatories and to require two signatures on each cheque. The Clerk has obtained the required forms from HSBC and has completed the new mandate for formal approval at this meeting.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

3.2 Members should note that HSBC will conduct electronic checks on new or existing signatories, including credit reference checks, to confirm identity and to safeguard against fraud.

3.3 The Parish Council is **requested to approve** the new Banking Mandate, giving authority to the Chairman and Clerk to sign the relevant forms.

4. **Vouchers/Invoices for Approval and Cheques for Signature**

4.1 There are at present no vouchers or invoices to be approved; if required, a schedule will be tabled at the meeting.

4.2 As there is a potential gap of two months before the next Parish Council meeting, the Clerk requires delegated authority to deal with routine payments which have been budgeted for.

Recommendation:

1. The Council is **requested to receive** a schedule of vouchers/invoices and to instruct two Councillors to initial the vouchers and sign the cheques to be paid.
2. The Council is **requested** to waive Financial Regulation 6.6 so that invoices can be approved and cheques signed by two Councillors before the next Parish Council meeting.