



Clerk to the Council David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ
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**Councillors are summoned to a meeting of Longdon, Queenhill and Holdfast Parish Council
as Sole Trustee of Longdon Village Hall (registered charity number 1026177)
at 6:30PM on Monday 4th November 2024 at Longdon Village Hall, GL20 6AZ**

Agenda 11/2024ST

- 1. Apologies for absence:** To receive apologies and to approve reasons for absence
- 2. Declarations of personal and prejudicial interest**
 - 2.1. Register of Interests:** With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 2.2. Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 2.3. Other Interests:** To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature. *Councillors with an Other Registerable Interest or Non-Registerable Interest may need to leave the room for the relevant items.*
 - 2.4. Dispensations:** To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
- 3. Open Session:** *The meeting will be adjourned for the open session.*
 - 3.1. Village Hall Committee:** To receive an update.
 - 3.2. Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
- 4. To consider and adopt the minutes** from the Sole Trustee meeting on the 21st October 2024
- 5. Progress reports:** *To receive a brief update only*
 - 5.1.** Energy efficiency grants
 - 5.2.** Music licence
 - 5.3.** Provision of A/V equipment (TV)
 - 5.4.** Car parking issues
 - 5.5.** Car park weed control
 - 5.6.** Internal painting and decorating
- 6. Matters for discussion or decision**
 - 6.1.** To consider the purchase of a card reader for taking village hall payments
 - 6.2.** To review the requirements on Sole Trustees for public attendance and publishing the minutes
- 7. Finance**
 - 7.1.** To receive an update on the village hall accounts
 - 7.2.** To receive an update on bank signatory changes
- 8. Councillors' reports and items for the next agenda:** To provide an opportunity for councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future meetings. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*
- 9. Date of the next meeting**

Dated 30th October 2024

David Hunter-Miller
Clerk and RFO