



# AGENDA

Council Office, Arden Hall, Water Orton Road, Castle Bromwich, Solihull, B36 9PB  
Tel: 0121 747 6503 Fax 0121 747 2187

E-mail: [Counciloffice@castlebromwichpc.gov.uk](mailto:Counciloffice@castlebromwichpc.gov.uk) Website: [www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)

All Parish Council Meetings are open to the Public and Press

Any person who may find difficulty in access to the meeting through disability is asked to advise the Acting Clerk on 0121 747 6503 before the meeting so that every effort may be made to provide access

To: All Members of the Parish Council

Thursday, May 10, 2018

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of the Parish Council, to be held in the **SPENCER LOUNGE** at Arden Hall, Water Orton Road, Castle Bromwich, on **WEDNESDAY, 16TH MAY 2018** at 7.30 pm for the transaction of the following business:

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety and Human Rights.

**1. To elect a Chairman** [LGA 1972 ss 15 & 34](#)

Members to elect Chairman of the Parish Council for the Civic Year 2018-2019. Chain of Office to be presented by Cllr Mrs Pauline Allen and the new Chairman to take the remainder of the meeting.

**2. To receive the Declaration of Acceptance of Office of the Chairman** [LGA 1972 ss 15 & 34](#)

The Declaration of Acceptance of Office of the Chairman to be signed and received by members. The new Chairman to present the Past Chairman with their Badge.

**3. To elect a Vice-Chairman** [LGA 1972 ss 15 & 34](#)

Members to elect Vice-Chairman of the Parish Council for the Civic Year 2018-2019. Badge of Office to be presented by the Chairman.

**4. Apologies for absence.**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

**5. Declarations of Pecuniary or conflict of interests**

Members are asked to declare any interest they may have in agenda items in accordance with the requirements of the relevant authorities ([Disclosable Pecuniary Interests](#)) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

**6. Dispensations**

Consideration of any requests for a dispensation received from Councillors. [Localism Act 2011 s.33](#) – requests for a dispensation to be submitted to the Acting Clerk in advance (form previously supplied).

**7. Casual Vacancy – Timberley Ward**

There are two applicants. Copy of co-option forms will be available at the meeting, but in the interests of confidentiality should be returned to the Acting Clerk at the meeting.

**8. Exclusion of the Press and Public**

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed. [Public Bodies \(Admission to Meetings\) Act 1960 section 1\(2\)](#).

**9. Minutes of the previous Meetings.**

To receive and confirm the Minutes of Meetings held on 7th and 28th March, 25th April, 2nd May 2018, together with Minutes of Meetings held on 28th June and 26th July 2017 (white papers to be tabled). [LGA 1972 Sch 12 para 41\(1\)](#)

**10. Questions from Councillors.**

None received.

**11. Questions from the Public.**

This section is not part of the formal meeting of the Council and in accordance with normal practice, Standing Orders are temporarily suspended to allow an opportunity for members of the public to ask questions. The Council will endeavour to provide feedback on matters raised previously by members of the public during this item. At the end of this item, the suspension of Standing Orders is concluded.

**12. Communications.**

Recent correspondence and bulletins, plus: Correspondence received from WALC /NJC Salary Scale – National Salary Award / NALC Statement from ICO / HS2 Balfour Beatty Vinci – Planned Ground Investigation and Survey Work / SAC Notes of Meeting with SMBC / WMPF - ICO Controller Checklist

If members wish to place any of the above items on a future agenda please request this at the meeting.

**13. To appoint Statutory or Standing Committees** [LGA 1972 Sections 101-106 and Schedule 12](#)

Members to elect the following Committees to be appointed for the Civic Year 2018-2019:

The Committees normally comprise of membership as follows:

Leisure Services Committee.

The Chairman and Vice-Chairman of the Council and the Chairman of the Finance & General Purposes Committee and between six-eleven additional members (Council membership 15 members). (Agreed 2015/16 that the Chairman need not be a member of the Standing Committees)

Election of Chairman of this Committee to take place.

Finance and General Purposes Committee:

The Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee and between six - eleven additional members.

Election of Chairman of this Committee to take place.

Staff Panel:

Three Councillors: present members

Cllrs Horkan, Mrs Ahmed and Mrs Haywood

Reserve Member:

Appeals Committee.

Three Councillors: Present members:

Cllrs Strong, MacDonald and Mrs Ward.

**14. Members to agree arrangements to delegate responsibilities to Committees, staff and other local authorities and review the terms of reference (current terms of reference to be tabled).** [LG & Housing Act 1989 s13 Parish & Community Councils \(Committees regulations\) 1990 SI 1990/2476 LGA 1972 s101.](#)

**15. Review of Appointment of Representatives and arrangements for reporting back to Council.**

Members to decide who should be appointed representatives to outside bodies for the Civic Year 2018-2019, for a one year term unless otherwise stated (information to follow).

Members to note the requirement to provide a written report to council after attendance at an event as representative of the council.

**16. Confirm time / place / dates of meetings.**

Members to confirm time, place and dates of meetings, in accordance with standing orders and the calendar set for:

Finance & General Purposes Committee (2 meetings per month)

Leisure Services Committee

Full Council

Staff Panel Meetings

Youth Council Meetings

Civic Service and Remembrance Day Parade

**17. Further reviews.**

In accordance with Standing orders, members to review the following: review of council subscriptions to other bodies; review of council's complaints procedure; review of procedures for handling FOI and Data Protection requests, review of the policy for dealing with press/media. Members should request any specific information required.

**18. Appointment of Signatories for Financial Procedures.**

Members to approve the bank signatories for the next Civic Year for authorising payments, transfers and internet transactions on the council's bank accounts.

Current signatories for Unity: Cllr Mrs. Haywood, Cllrs Horkan, Riordan, Knibb and the RFO.

Current signatories for Lloyds Bank: Cllrs Mrs. Allen, Cllr MacDonald, Cllr Riordan and the RFO.

**19. Notice of Audit.**

Members to note date of commencement of the period for the exercise of elector's public rights.

**20. Year End Accounts 2017/18 - Internal Audit report.**

The Internal Audit has been undertaken and report awaited, therefore it may be necessary for a Council Meeting to be called to review and approve the Internal Audit and complete the External Audit papers and approve the financial documents for the year 2017/18 (papers to follow) once the internal audit has been approved.

**21. Year End Accounts**

Member to approve taking into consideration the position with regard to earmarked and general reserves. Also to reaffirm the budgets.

**22. Year End Accounts (The Annual Governance Statement 2017/2018)**

Council is asked to approve section one of the Annual return. Councillors will be asked to answer with a yes or no the below following statements:

1. 'We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.'
2. 'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'
3. 'We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.'
4. 'We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.'
5. 'We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.'
6. 'We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.'

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7. 'We took appropriate action on all matters raised in reports from internal and external audit.'

8. 'We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.'

9. (For Local Councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and if required, independent examinations or audit. **(This items is not applicable for Castle Bromwich Parish Council so the Acting clerk advises that the NA box needs to be ticked)**

### **10. Year End Accounts External Audit**

Council is asked to approve the sending of the accounts to the external auditor by registered post and the upload of the Accounts to the website to be compliant to the Transparency Act.

### **23. Zurich Municipal – Local Council Advisory Service Renewal**

Members to consider renewal and confirmation of arrangements for insurance cover

### **24. Year End Accounts Section Two Annual Return**

Members are asked to approve section 2 of the Annual return (the Accounting Statements 2016/2017). at the next meeting. This section is the figures from the year-end accounts to be approved at this meeting.

### **25. Finance and Payments LGA 1972 s150 (5)**

a) members to approve schedule of direct debit debits/standing payments for the year (information to follow).

b) Members to note the latest income and expenditure report, including variances to budget for and to scrutinise and sign latest bank statements and reconciliations (at meeting).

c) Members to consider list of payments and salaries for approval (see blue papers enclosed).

### **26. Civic Service – Arrangements**

**Proposed Council Meeting at which Chief Supt Javid is to attend - Arrangements**

### **27. Members Allowances Regulations**

Members to approve payment of Chairman's Allowance for 2018/2019.

List of expenses paid to members during the year to be published.

### **28. Report of the Leisure Services Committee**

To receive and note the Report of the last Meeting of the Leisure Services Committee. (yellow papers to follow).

### **29. Report of the Finance and General Purposes Committee**

To receive and note the Report of recent Meetings of the Finance and General Purposes Committee. (pink papers to follow).

### **30. Representatives to Outside Bodies.**

Representatives to outside bodies to present reports.

### **31. Report of the Officers of the Council.**

Acting Clerk's report.

### **32. Report of the Chairman.**

The Immediate Past Chairman to present her report.

Yours faithfully,

### **NOTE TO THE PUBLIC:**

**Members of the Public are most welcome to attend Meetings of the Parish Council. The Council set aside a period during the Meeting when the public are invited to ask questions on any agenda item. However, public participation must be confined to this section of the meeting only.**

D M Weir (Mrs.)

Acting Clerk/RFO