



# AGENDA

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To: All Members of the Parish Council

Thursday, May 11, 2017

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, 17TH MAY 2017 at 7.30 pm** for the transaction of the following business:

**1. To elect a Chairman.**

Members to elect Chairman of the Parish Council for the Civic Year 2017-2018. 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.**

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.**

Members to elect Vice-Chairman of the Parish Council for the Civic Year 2017-2018. Badge of Office to be presented by the Chairman.

**4. Apologies for absence.**

None.

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

Members are asked to declare interests in items on the agenda, in accordance with Section 94 of the Local Government Act 1972, Section 106 of the Local Government Finance Act 1992 and Section 27 of the Localism Act 2011.

**6. Dispensations.**

Consideration of any requests for a dispensation in accordance with the provisions of S.33 of the Localism Act 2011 with regard to any item on the Agenda – requests for a dispensation to be submitted to the Clerk in advance (form previously supplied).

**7. 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 pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**8. Minutes of the previous Meetings.**

To receive and confirm the Minutes of Meetings held on Wednesday, 29<sup>th</sup> March and 26<sup>th</sup> April 2017 (white papers to be tabled).

**9. Questions from Councillors.**

None received.

**10. Questions from the Public.**

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.

**11. Communications.**

Recent correspondence and bulletins, plus: Correspondence received from WALC / /  
NALC Legal Topic Note L03-17 Reform of data protection legislation / SMBC Press Release  
'Get Active for Life' / Warwickshire Prevent Event 23<sup>rd</sup> May

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

**12. To appoint Statutory or Standing Committees.**

Members to elect the following Committees to be appointed for the Civic Year 2017-2018:

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 required: present members

Cllrs Mrs. Allen, Knibb, Riordan

Reserve Members: Cllr Horkan and Mrs

Shaikh.

Appeals Committee.

Three Councillors required ].

Present members: Cllr MacDonald, Strong and Mrs Ward.

Staffing Sub Committee

Cllrs Horkan, Cupples and Mrs Shaikh

Reserve Member: Cllr Mrs Haywood

**13. To appoint any new Committees.**

a) Members to agree if any new Committees should be appointed for the Civic Year 2017-2018 and to nominate members.

b) Members to agree arrangements to delegate responsibilities to Committees, sub committees, staff and other local authorities and review the terms of reference (current terms of reference to be tabled).

**14. 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 2017-2018, for a one year term unless otherwise stated (information enclosed). Members to note the requirement to provide a written report to council after attendance at an event as representative of the council.

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

In accordance with Standing orders, members to confirm time, place and dates of meetings, in accordance with the calendar already set and issued 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

**16. Further reviews.**

In accordance with Standing orders, members to review the following: inventory of land and assets that fall under the responsibility of the council; confirmation of arrangements for insurance

cover; 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.

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

Members to approve the signatories for authorising payments, transfers and internet transactions on the council's bank accounts. Current signatories: Cllrs Mrs. Allen, Mrs. Haywood, Riordan, Knibb, MacDonald, Horkan and the RFO.

**18.New members – Ward to be confirmed.**

**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 2016/17 and Internal Audit report.**

Submission date. It is possible the Internal Audit will be undertaken after the Council Meeting, 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. Members to consider and approve the financial documents for the year 2016/17 (papers to follow).

**21.Annual Return to External Auditors 2016/17.**

Members to consider, approve and complete the Annual Governance Statement (information to follow).

**22. Year End Accounts - Section One Annual Return (The Annual Governance Statement 2016/2017)**

Members are asked to approve section one of the Annual return, copy attached, and to answer with a yes or no the following statements:

'We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.'

'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'

'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.'

'We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.'

'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.'

'We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.'

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

'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.' (paragraph on page 9 of the Accounts to be amended)

**23.Clerk/RFO – Members to consider advertisement circulated at previous meeting.**

Acting Clerk to report.

**24.Zurich Municipal – Local Council Advisory Service Renewal**

Members to consider.

**25.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.

**26.Finance and Payments.**

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).

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### 27.Civic Service – Arrangements.

### 28.Members Allowances Regulations.

Payment of Chairman's Allowance for 2016/2017 to Cllr Mrs P Allen.

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

### 29.Application for Grant – Queen Elizabeth Hospital

At the last Meeting Cllr Mrs Allen requested the Council consider making a grant to the Queen Elizabeth Hospital and members requested they be asked to submit a grant application and this is attached.

### 30.Staff Panel – Recommendation

Staff Panel to report on recent Working Party Meetings and recommendation regarding revised job descriptions issued and agreed by Council's HR Consultant – The Acting Clerk has not received any additional job descriptions issued by Peninsula other than those circulated previously.

### 31.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).

### 32.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).

### 33.Representatives to Outside Bodies.

Representatives to outside bodies to present reports. (copy of Cllr Knibb's reports to follow).

### 34.Report of the Officers of the Council.

Acting Clerk's report.

### 35.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