

and Legal Topic Notes received from NALC / letter of thanks received from Friends of Acorns for the donation from the Chairman’s Charity Fund / North Solihull Mental Health Awareness Event / Request from Castle Bromwich Castle and Birmingham Diocese Archaeology to work jointly with North Arden History Society to fund a project / NALC Legal Topic Note staff pensions earnings criteria for eligible jobholders / notification from Solihull Metropolitan Borough Council of Combined Authority Meeting. (Cllr MacDonald expressed an interest in attending this meeting).

12. To appoint Statutory or Standing Committees.

IT WAS UNANIMOUSLY RESOLVED that the following Standing Committees be appointed en bloc for the new Civic Year as follows:

Leisure Services Committee:

Councillors Mrs. A Haywood, E. Knibb, M Rashid, K Shaw, J MacDonald, Miss J Ward and Mrs P Allen, the remaining vacancies to be filled following co-option of new members. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that Cllr. Mrs Haywood be elected as Chairman of this Committee.

Finance and General Purposes Committee:

Councillors Mrs A Haywood, K Shaw, E Knibb, J MacDonald, J Riordan, A Terry, Mrs P Allen, and Ms J Ward, the remaining vacancies to be filled following co-option of new members **ON THE PROPOSITION OF** Cllr Mrs. Allen, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Riordan be elected as Chairman of this Committee.

Staff Committee and Appeals Committee:

Following consideration of current membership **IT WAS RESOLVED** that the following members be elected to serve, with election of Panel Chairman to be left to the individual Committees:

Staff Committee: Cllrs Mrs. P Allen, E. Knibb and J Riordan.

Appeals Committee: Cllrs Rashid, A Terry and J MacDonald

Members had regard to the vacancies on the Staff Panel, Cllrs Shaw and Mrs Hayward who had been recently nominated to serve on the newly established Grievance Panel, previous advice received from the Solicitor at NALC and noted that the grievances had now been referred to the Borough Council’s HR Department for independent advice. Cllr Riordan raised a number of issues. The Assistant Clerk advised they were not on the Agenda for discussion, it was inappropriate to discuss them during the meeting and they should be deferred to the end of the meeting to be considered under confidential terms.

The Chairman moved onto the next item.

13. To appoint any new Committees.

a) Members considered whether any new committees should be appointed for the Civic Year 2016/2017.

Cllr Riordan queried why this item was on the Agenda. The Assistant Clerk advised she understood this was a standing agenda item for the Annual Meeting as this item had been on the Agenda of the previous year’s Meeting, following consideration, **IT WAS RESOLVED** that this item be deferred.

b) Members considered the arrangements to delegate responsibilities to Committees, sub-committees, staff and other local authorities and to review the terms of reference.

ON THE PROPOSITION OF Cllr Knibb, **SECONDED** by Cllr Mrs Haywood, **IT WAS RESOLVED** that the Council accept the present terms of reference without amendment.

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

Members considered appointment of representatives to outside bodies for the Civic Year 2016-2017. Members noted that officially appointed representatives, should submit a report to the Council, preferably in writing and provided to the Clerk before the meeting on any events attended. It was additionally noted that if members had news of other organisations or events they had attended, a written report should be made available to members. The Chairman invited nominations/confirmation for each appointment and following voluntary changes **ON THE PROPOSITION OF Cllr Knibb, SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following appointments be confirmed for the next Civic Year en bloc:

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| Castle Bromwich Children's Centre | Cllr M Rashid |
| Castle Bromwich Youth Parish Council | Cllr Mrs. P Allen (continuing) |
| Conservation Areas Advisory Committee | Cllr Terry (continuing) |
| North Solihull Partnership Forum | Cllr E Knibb (continuing) |
| Solihull Area Committee (Parish & Town Councils) 2 posts | Cllr E Knibb (continuing) and Cllr J MacDonald |
| Warwickshire & West Midlands County Association of Parish & Town Councils, County Committee | Cllr E Knibb (continuing) |
| HS2 Community Forum 2 posts | Cllr E Knibb (continuing) Vacancy |
| Castle Bromwich Hall Gardens Trust (3 years until May 2016) | Cllr Mrs. P Allen (continuing) |
| Dame Mary Bridgman Trust (4 years until May 2019) | Cllr Mrs. P. Allen (continuing) |
| Dame Mary Bridgman Trust (4 years until May 2019) | Cllr Mrs. A Haywood (cont'g) |
| Castle Bromwich Junior School – Governor (4 years until May 2017) | Cllr Mrs. Haywood (continuing) |
| St Thomas Dole Charity Trust (4 years until May 2019) | Cllr E Knibb (continuing) |

15. Working Parties.

Following consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following Working Party groups be continued:

Leisure Services Committee - Buildings and Open Spaces WP

Working Party Meetings to be open to all councillors to attend, although recommendations would be made to Leisure Services Committee for decisions to be taken.

Finance and General Purposes Committee - Events WP

Cllrs Mrs. Allen, Mrs. Haywood, with Mrs P White, Friends of Acorns, co-opted onto this Working Party.

Cllr Mrs Haywood confirmed that the next Events Working Party Meeting would be held in July to consider arrangements for the Carol Concert and would report back to the Finance and General Purposes Committee in September.

16. Confirm time/place/dates of meetings.

Members noted the calendar of meetings set and to be issued. Cllr Knibb requested future meetings be held in the Windsor Room and it was agreed the Assistant Clerk make enquiries to see if the Windsor Room is available for future Council Meetings, also for the loop facility to be switched on.

17. Further Reviews.

As required under standing orders, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Shaw, **IT WAS UNANIMOUSLY RESOLVED** that: the Council's Schedule of Risk as amended be approved.

18. Appointment of Signatories for Financial Procedures.

Following consideration of systems for internet banking, it was **AGREED** that the existing signatories for Unity being : Cllr Mrs Haywood, Riordan, and the RFO be approved with two new additional signatories Cllrs Knibb and MacDonald, The signatories at Lloyds Bank being Cllr Riordan, Cllr Terry and Cllr Mrs Allen be

approved, subject to the Chairman clarifying the position with Cllr Terry who was an existing signatory. It was **FURTHER AGREED** to address the training need of members.

19. Notice of Audit.

As previously circulated, members had received the notice of audit.

20. Finance and Payments.

- a) the approval of the schedule of direct debits/standing orders was deferred to the next meeting;
- b) following scrutiny of the latest income and expenditure reports, a volunteer was required to scrutinize and sign the bank statements;
- c) Following scrutiny, clarification by the Clerk and discussion by members, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the payments as listed (Batch 1 dated 16thMay 2016) be approved.
- d) Members who were authorizers were reminded of the need to register their email addresses by accessing the Unity Trust website. The date for payment needed to be inserted on the internet.

21. IT Support – Consideration of Contract

Members noted that the Contractor had advised the Assistant Clerk that his quotation would be submitted in time for this evening's meeting, but nothing had been received. They had also not replied to the Assistant Clerk's email requesting further information. As only one quotation had been received, the Assistant Clerk advised that this item should be deferred in the interests of probity.

Members requested a presentation from the Contractor who had submitted a quotation. The Assistant Clerk advised that she would be attended a meeting at Hampton in Arden Council Office at which an update on the Website would be given. Cllr Knibb advised that he would attend this meeting with the Assistant Clerk and **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the Assistant Clerk arrange a presentation on IT Support for members, combined with an update on the arrangements for the proposed new website.

22. WALC – Future Training Courses

In response to a query from Cllr Riordan, Cllr Knibb confirmed the fee for attendance at the WALC training courses was £45 per delegate and **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that Cllrs Shaw and MacDonald be approved to attend the WALC Induction Day "Being a Good Councillor and Clerk" on Saturday 24th September 2016 and Precepts and Budgeting on Saturday 15th October 2016, subject to clarification to the Assistant Clerk that they were available on these dates.

23. Remembrance Day Service

Members noted that the Rev. Gavin Douglas was retiring and arrangements for this event were being progressed.

24. Report of the Leisure Services Committee.

Having been circulated, members noted the Minutes of the meeting held on Wednesday, 4th May, 2016, with details of decisions duly made.

25. Report of the Finance & General Purposes Committee.

Having been circulated, members noted the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 11th May, 2016, with details of decisions duly made.

26. Representatives to Outside Bodies.

The Chair reported to members on recent events attended, including attendance at:

Castle Bromwich Hall Gardens Trustees Meeting on the 13th April, the Fordbridge Chairman's Charity Dance held at the Fordbridge Centre, Fordbridge, the Dame Mary Bridgeman Trust Meeting on 7th May, also helping at the Castle Bromwich Hall Gardens 1940's weekend as a Trustee and a Volunteer, a Charity Lunch organized by CRP helping people with disabilities and creating ability in Bangladesh, and the service at St Mary & St Margarets Church for the closing down of the First Branch of the Royal British Legion.

27. Report of the Officers of the Council.

The Assistant Clerk advised that the Insurance Company had closed their file pending any further developments with regard to the recent hire incident which occurred on the 21st November.

The Assistant Clerk requested a letter dated 11th May 2016 to Lloyds Bank transferring funds between internal accounts be approved.

Members noted that assistance had been received with regard to the end of year Pension Return and issues due to Sage software, with weeks being included in the last financial year which should not have been included.

Members noted the Internal Audit had been moved back and Members approved assistance to be provided from a local accountant, and his hourly rate, with regard to preparation for intermediate audit. He was to come in when the bookkeeper employed by Omega was present due to reasons outlined with regard to the software package.

28. Assistant/Locum Clerk

The Assistant Clerk was asked to leave the meeting whilst members went into confidential session to consider coverage during the absence of the Clerk during confidential session.

The Assistant Clerk was invited back to the meeting.

29. Report of the Past Chairman

Cllr Mrs Allen circulated to members a copy of her Report on events during the past 3 months, since she had taken on the role of Chairman.

The Chairman closed the Meeting at 10.00 pm.