



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 Website: www.castlebromwichpc.gov.uk

To: All Members of the Parish Council

Thursday, May 12, 2016

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, 18TH MAY 2016 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 2016-2017. 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 2016-2017. Badge of Office to be presented by the Chairman.

4. Co-option of Councillors - Vacancies in the Beechcroft and Whateley wards.

Members to consider co-option of any candidates.

5. Apologies for absence.

None.

6. 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.

7. 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).

8. Minutes of the previous Meetings.

To receive and confirm the Minutes of the Meeting held on Wednesday, 27th April 2016 (white papers to be tabled).

9. Questions from Councillors.

None.

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: letter of thanks from Friends of Acorns for Chairman's Charity donations / Correspondence received from WALC / NALC Legal Topic

Note – Byelaws / Talk about North Solihull – Break the Chains – Mental Health Awareness Event Saturday 21st May - Bosworth Community Centre / Castle Bromwich Castle and Birmingham Diocese Archaeology – request to work jointly with North Arden History Society to fund a project / NALC Legal Topic Note Staff Pensions earnings criteria for eligible jobholders
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 2015-2016:

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.

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

Seven Councillors required: present members
Cllrs Mrs. Allen, Knibb, Riordan, Ms Ward.

Appeals Committee.

Three Councillors required]
Present members: to follow

13. To appoint any new Committees.

a) Members to agree if any new Committees should be appointed for the Civic Year 2016-2017 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 2016-2017, for a one year term unless otherwise stated (information enclosed). Members to note the requirement to provide a written report to council after you have attended an event as representative of the council.

15. Working Parties.

Members to consider whether to review existing Working Parties and agree membership and reporting route at this meeting or arrange for this to be done by the Committee that establishes it

16. 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 and to consider change of venue to Windsor Room (to be circulated).

17. 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.

18. 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 are Cllrs Mrs. Allen, Mrs. Haywood, Riordan, Terry, and the RFO. Cllrs Knibb and MacDonald's applications are in the system.

19. Notice of Audit.

Castle Bromwich Parish Council

Members to note that the required notice will be displayed in accordance with the regulations.

20. 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).
- d) Members to be updated on actions/requirements/progress for authorised signatories.

21. IT Support – Consideration of Contract

Members to consider quotations received.

22. WALC – Future training courses

Details to be tabled.

23. Remembrance Day Service

To consider Event Management Company taking over management of this service.

24. Report of the Leisure Services Committee.

To receive and note the Report of the Meeting of the Leisure Services Committee held on Wednesday, 4th May 2016 (yellow papers to follow).

25. Report of the Finance and General Purposes Committee.

To receive and note the Report of the Meeting of the Finance and General Purposes Committee held on Wednesday, 11th April, 2016 (pink papers enclosed).

26. Representatives to Outside Bodies.

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

27. Report of the Officers of the Council.

The Assistant Clerk to report on any urgent matters.

28. Assistant/Locum Clerk

Coverage for absence of Clerk

29. 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. However, public participation must be confined to this section of the meeting only.

D M Weir (Mrs.)
Assistant Clerk