

**MINUTES OF THE MEETING OF  
 CASTLE BROMWICH PARISH COUNCIL  
 HELD IN ARDEN HALL, CASTLE BROMWICH  
 ON WEDNESDAY 1ST JUNE 2016  
 AT 7.00 PM**

**Those present:**

**Chairman:** Cllr Mrs. P Allen  
 Cllr Mrs. A Haywood      Cllr E Knibb      Cllr Miss J Ward  
 Cllr K Shaw                      Cllr M Rashid      (part of meeting)

**Officer:** Mrs. D. Weir, Assistant Clerk to the Council

**Public:** None present

**1. Apologies.**

Apologies received and accepted from Cllr Terry due to personal circumstances, Cllr MacDonald who was ill and from Cllr Riordan.

**2. Declarations of pecuniary or conflict of interests.**

None declared.

**3. Dispensations.**

None requested.

**4. Questions from the Public**

Under Standing Order 3(d), the Chairman prepared to adjourn standing orders to invite questions from members of the public but there were no questions.

**5. IT Support – Consideration of Contract**

The Assistant Clerk reminded members of the need for competition in accordance with standing orders. Members had regard to the recent presentation and following consideration of the quotations received **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by Cllr Mrs Ward, **IT WAS UNANIMOUSLY RESOLVED** that the quotation provided by Realpoint Ltd for IT Support in the sum of £226 plus VAT be accepted on a like for like basis together with the quotation for a Technical Systems Review of the Councils current IT infrastructure, telephone and CCTV systems in the sum of £500 plus VAT.

ACTION

Asst Clerk

**6. Solihull MBC – Provision of HR Service**

Cllr Mrs Haywood advised that the Council had agreed to appoint an Independent Advisor. She had been given details of other contractors. She had telephoned and left messages on their answerphones, but no-one had got back to her. The papers had been passed to the Borough Council in accordance with agreement that the Council would take independent advice. Cllr Shaw asked to speak on a matter and in respect of staff confidentiality the Chairman closed the meeting and went into confidential session. The Chairman re-opened the meeting.

**7. Assistant/Locum Clerk**

Members went into confidential session to finalise the terms for the Assistant Clerk whilst Acting Up for the period of absence of the Clerk. The Chairman re-opened the meeting and **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the terms of the temporary appointment in accordance with WALC guidelines and outlined by the Chairman, as appended to the Minutes, be approved with effect from the 30<sup>th</sup> March 2016.

**8. Internal Auditor**

The Assistant Clerk reported that the Internal Audit had commenced.  
The Chairman closed the Meeting at 9.00 pm.

|