



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, April 20, 2017.

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council, to be held in the **WINDSOR ROOM** at Arden Hall, Water Orton Road, Castle Bromwich, on **WEDNESDAY, 26TH APRIL 2017 at 7.30 pm** for the transaction of the following business:

Mr O'Donnell, Realpoint will be present to talk about the website prior to the meeting commencing.

1. Apologies for absence

2. 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.

3. 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).

4. Minutes of the previous Meeting.

To receive and confirm the Minutes of the Meeting held on Wednesday, 29th March 2017. (Papers to follow).

5. Casual Vacancy – Co-option.

a) Members to consider application received.

b) Members to note the casual vacancy which has recently arisen has been advertised. The Acting Clerk will confirm in due course whether there have been any requests for a by election.

6. Declaration of Acceptance of Office.

7. Questions from Councillors.

8. 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.

9. Communications.

Recent correspondence and routine bulletins including: WALC – Annual Meeting Reminder/Armed Forces Covenant – Latest Newsletter/Warwickshire Wildlife survey of plants and butterflies in churchyards/WALC – Markets and other events revision/WALC – Local Councils to provide Parking Spaces revision/WALC – Policing Your Area revision/WALC – Celebrations and similar events revised/WALC – The Powers of a Parish Meeting in a Parish without a Separate Parish Council revision/Post Offices Extend Banking Services/Local Government Onbudsmen/NALC - Spring Conference for Good Councillors/Where to next Localism Consultation/NALC - Housing White Paper – Fixing our broken housing market. If any member requires an item of correspondence to be included on the next Agenda for discussion, please let the Acting Clerk know.

10. Standing Orders/Financial Regulations – Proposed amendment.

This matter has been considered by the Finance Committee and deferred to the next Committee Meeting.

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11. WALC – Request to use Arden Hall

Members to consider attached request from WALC to have the use of a room at Arden Hall for one or two training sessions a year for clerks.

12. NALC – Employment Briefing - Green Book Updates

NALC advise that “the National Joint Council for local government services National Agreement on Pay and Conditions of Service” known as the ‘Green Book’ has now been thoroughly updated from the existing 2005 version and is available on the LGA website. NALC recommend that the Agreement is made available to employees.

13. Arrangements for Proposed Public Meeting.

Members to note that an Officer from West Midlands Police will be in attendance at the Annual Parish Council Meeting to give an update on localised crime.

14. Utility Contracts – Renewal.

Contract for signature.

15. Tenders for Roof.

Contract for signature if available.

16. Provision of CCTV

Members to consider request by member of the public for provision of CCTV/funding of CCTV on the Borough Council’s land.

17. Defibrillator – request for first aid training for staff.

Members to consider weekly inspection.

19. Grant Thornton – Update on arrangements for External Audit for 2016/2017.

20. Internal Audit – Update on arrangements for Internal Audit.

21. Zurich Insurance – Insurance Renewal.

Members to consider extent of cover and whether there are any new assets to be added. This will be year two of the five year agreement.

22. Become a Charter Branch – helping to develop and promote the new Tree Charter.

Information on what a Charter branch is and how the Parish Council can participate is at:

<https://treecharter.uk/2017/03/13/local-councils-becoming-charter-branch/>

Cllr Knibb to report.

23. Parish Council Website

24. Finance and Payments.

a) Members to note the latest income and expenditure report, including variances to budget and to scrutinise and sign latest bank statements and reconciliations (to follow).

b) Members to consider list of payments and salaries for retrospective approval (blue papers to follow).

c) Chairman’s Charity Fund – Donations

d) Members Allowances Regulations

25. Employment Issues.

Chair of Staff Panel to update members on last Staff Panel Meeting and relating to particular staffing issues and advice she has received from Peninsula and WALC.

Cllr Knibb to update on employment issues as discussed at NALC – March 2017.

To consider potential vacancies in view of information disclosed. See attached.

26. Leisure Services Committee Chair to update on Committee Issues.

27. Clerk / RFO – Members to consider draft advertisement

(Copy to follow).

28. Report of the Leisure Services Committee.

To receive and note the Report of the Meeting of the Leisure Services Committee held since the last Council Meeting (yellow papers to be tabled).

29. Report of the Finance and General Purposes Committee.

To receive and note the Report of Meetings of the Finance and General Purposes Committee held since the last Council Meeting (pink papers to be tabled).

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30. Report of the Staff Panel.

To receive and note the Report of recent Staff Panel Meetings held.

31. Report of the Staffing Sub Committee.

To receive and note the Report of Meetings of the Staffing Sub Committee held since the last Council Meeting (papers attached).

32. Representatives to Outside Bodies.

Representatives to outside bodies to present reports.

33. Working Party Meetings

Report of Events Working Party

34. Acting Clerk's Report (including Staffing Issues).

35. Report of the Chairman.

The Chairman to present her report.

Yours faithfully,

Mrs Diane Weir

Acting Clerk

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. Any issues raised by members of the public requiring a decision will be considered by the Council during the Meeting. If the item does not appear on the Agenda it will be included on the Agenda of the next meeting.