

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 27TH APRIL 2016
 AT 7.30 PM**

Those present:

Chairman: Cllr Mrs. P Allen

∴	Cllr Mrs. A Haywood Cllr M Rashid	Cllr E Knibb Cllr J MacDonald	Cllr J Riordan Cllr Miss J Ward (part of meeting)
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Officer: Mrs. D. Weir, Assistant Clerk to the Council

Public: 1 member of the public
Ward Cllr Richards

1. Apologies.

Apologies received and accepted from Cllr Shaw due to work commitments and Cllr Terry due to personal circumstances.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Election of Councillors.

Members to elect a replacement member to serve on the Interim Grievance Panel. It was agreed that this item be deferred to the end of the Agenda.

5. 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. Ward Cllr Richards updated members on progress with regard to complaints about bikers made at the previous meeting and referred to a meeting which had been arranged with the Leader of the Borough Council, the Chief Executive and other officers, when a plan had been drawn up by the Borough Council in conjunction with West Midlands Police encouraging residents to telephone with complaints of any problems with bikers/vehicles. He also outlined details of two public meetings to be called after the election.

6. Questions from Councillors

None received.

7. Communications

None received.

8. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Knibb, **SECONDED** by Cllr Mrs Haywood, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 30th March, 2016 be accepted as a true and correct record of the Meeting

9. Delegated Decisions taken.

Members noted the action taken by the Clerk, in consultation with the Chairman to approve the cost of appropriate treatment to clean the surface of the tennis court prior to public use.

10. Website Development

The Assistant Clerk advised that she had received a copy of an email from Internet Direct to the contractor, advising that they do not host the Parish Council's website only the domain. In the meantime, the contractor was proposing to have the files transferred locally to him as an alternative solution so he could recreate the Council's site on their server. However, prior to the meeting, the Assistant Clerk had received notification from Internet Direct to confirm they have discovered they do in fact host the Council's website. Members noted the position and that progress could now be made.

11. Penalty Payments for non-compliance

- a) West Midlands Pension Fund – completion of annual return
- b) Office for National Statistics – completion of monthly on-line return for wages and salaries

In accordance with the request by members, the Assistant Clerk had obtained copy correspondence and circulated this to members.

12. Appointment of Signatories for Unity Bank.

Cllr Mrs Haywood updated members on arrangements for Cllrs Knibb and MacDonald. Cllr MacDonald advised that he had received a letter from Unity and been given a password. Cllr Knibb advised that he had received notification from Unity Bank and that they were pleased to confirm that his password had been successfully registered. He had been approved for telephone calls, but not for transactions.

13. Renewal of Insurance Policy.

The Assistant Clerk confirmed that she had placed this item on the Agenda as Cllr Knibb had raised a number of queries relating to the Policy. She had responded to the queries. Cllr Knibb confirmed he had no further questions relating to the Policy.

14. Review of Risk Schedule

Members considered and reviewed the Council's risk schedule.

ON THE PROPOSITION OF Cllr Knibb, SECONDED by Cllr MacDonald, IT WAS RESOLVED that the risk schedule be approved as amended.

15. Report of Interim Grievance Panel

Members considered the advice provided by the Solicitor at NALC to the Council corporately.

With regard to whether an Independent person can be a member of a Committee and serve in a voting capacity "Pursuant to Regulation 3 of the Parish and Community Councils (Committees) Regulations 1990, non-councillor members of council committees/sub committees are only able to vote in certain circumstances which does not include voting on staffing matters.

Cllr Riordan considered that a Committee could comprise of two members, there was no need to vote by show of hands, there could be a decision by consensus of opinion without voting.

16. Appointment of Independent Professional Adviser.

Members considered the appointment of an independent person, but had regard to the advice received from the Solicitor at NALC which was that the above advice also covered the Council's second question.

17. Report of the Staff Panel – Staff Panel Meeting 21st April 2016.

The proposed Staff Panel Meeting was inquorate and had considered the issues as a Working Party Meeting. Members considered the recommendations of the Working Party.

The Chairman closed the meeting to discuss this item under confidential terms and Cllr Richards was asked to leave the meeting.

The Chairman reopened the meeting.

ON THE PROPOSITION OF Cllr Knibb, **SECONDED** by Cllr MacDonald, **IT WAS RESOLVED** that a) an appropriate letter be drafted to be sent from Cllr Mrs Haywood and b) the Assistant Clerk to contact the IT support company to be added as an additional user to gain access to the Council’s email address and Council correspondence.

18. Review of Earmarked Expenses.

Cllr Riordan advised that the RFO set earmarked reserves. The Assistant Clerk advised that the Council should consider and set earmarked reserves. Cllr Riordan advised it was too late to set earmarked reserves as the Council was in the new financial year.

19. Finance and Payments.

- a) Members noted the latest income and expenditure report, including variances to budget, and receipt of the latest bank statements and reconciliations for signature.
 - b) Members considered a list of future payments Batch 12, dated April 2016, and past salaries which had been circulated for approval
 - c) Mileage claim by Cllr Mrs Allen in accordance with the provisions of S.26 (e) of the Local Authorities (Members’ Allowances) (England) Regulations 2003.
- and **ON THE PROPOSITION** of Cllr Rashid, **SECONDED** by Cllr Mrs Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved, with the salary analysis to be approved subject to reconciliation of the figures.

20. Report of Leisure Services Committee.

Having been circulated, members noted the Minutes of the meeting held on Wednesday, 6th April, 2016 with details of decisions duly made.

21. Report of Finance & General Purposes Committee.

Having been circulated, members noted the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 13th April 2016 with details of decisions duly made.

Members noted that the Meeting of the Finance and General Purposes Committee was not held on Wednesday, 30th March 2016 as it was not quorate.

22. Staff Panel Membership, Terms of Reference and Quorum.

Members noted the advice received from NALC.

23. Appointment of Payroll Agent.

The Council’s Standing Orders were waived and **IT WAS UNANIMOUSLY RESOLVED** that the quotation provided by Mrs D Malley to undertake payroll for weekly and monthly paid staff, in accordance with terms outlined, at an annual fee of £620 be accepted, together with the contract with RBS Solutions for the Bookkeeper. There was 1 abstention.

24. Report of the Officer of the Council

The Assistant Clerk updated members on the position with regard to the contract with Npower.

29. Npower

The Assistant Clerk advised that the Council can only renew two contracts, the two other contracts renewed in 2015 for 2 years will continue until 2017 at the rate agreed by the Clerk.

The Chairman closed the Meeting at 10.00 pm in accordance with the Council’s Standing Orders and no further items were discussed.