

# 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](mailto:Counciloffice@castlebromwichpc.gov.uk) Website: [www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)

**All Parish Council Meetings are open to the Public and Press**

**To: All Members of Castle Bromwich Parish Council**

Friday, 22nd June 2018

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, 27th JUNE 2018 at 7.30 pm**. The meeting will consider the items set out below.

The Agenda includes an item for public session to enable the residents of Castle Bromwich to ask questions of, and make comments, regarding the Parish Council. Members of the public are asked to restrict their comments, and/or questions to three minutes. The item for Questions from the Public is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \(admissions to meetings\) Act 1960 s1 extended by the LG Act 1972 s100](#).

Photographing, recording, broadcasting or transmitting the proceedings of a Parish Council Meeting by any means is permitted. However, anyone wishing to do so must speak to the clerk prior to the meeting in accordance with policy and the Council's Standing Orders.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk on 0121 747 6503 before the meeting so that every effort may be made to provide access

## Agenda

### **1. Acceptance of Apologies for absence.**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

### **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 written requests for dispensation the Acting Clerk may have received from Councillors. S.33 of the Localism Act 2011 with regard to any item on the Agenda.

### **4. Exclusion of the Press and Public**

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. Council is asked to discuss excluding the press and public for any item.

### **5. Minutes of the previous Meetings.**

To receive and confirm the Minutes of Meetings held on 16<sup>th</sup> May 2018 .(Enclosed or to follow). [Local Government Act 1972 Sch 12 para 41\(1\)](#).

**6. Questions from Councillors.**

None received.

**7. 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.

Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting.

At the end of this item, the suspension of Standing Orders is concluded.

**8. Communications.**

Recent correspondence and bulletins, including: Press Releases from the Borough Council – Remember to nominate your local hero for a Civic Honour Award / West Midlands Pension Fund – Employers’ Briefing Note / and Planning Portal

**9. Co-option – Vacancy Whateley Ward.**

Members to note that the position has been advertised and no requests made for a bye-Election and to consider candidate for co-option. The candidate did attend the last meeting to give a presentation.

**10. Notice of Audit.**

Members to note date of commencement of the period for the exercise of elector’s public rights.

**11. Year End Accounts 2017/18 - Internal Audit report.**

The Internal Audit has been undertaken for the financial year 2017/18. Members to note report and to consider the Internal Audit Report on the Annual Governance and Accountability Return 2017/18.. (copy attached)

**12. Year End Accounts**

Member to approve taking into consideration the position with regard to earmarked and general reserves. Also to reaffirm the budgets.

**13. Annual Governance Statement 2017/18**

Members to complete the Annual Governance Statement for 2017/2018 (copy attached – section 1 (page 4 of 6). It is the responsibility of the Council as a whole to answer the questions contained in the form attached. (see sections 1-9).

**14. Annual Accounting Statements 2017/18**

The Accounting Statements for 2017/18 (copy attached – Section 2 (page 5 of 6) are submitted by the RFO and submitted for consideration and approval by members, prior to submission to the External Auditor. Members to confirm and Chairman to sign the approval of the statements.

**15. Zurich Municipal – Local Council Advisory Service Renewal**

Members to consider renewal and confirmation of arrangements for insurance cover

**16. Finance and Payments [LGA 1972 s150 \(5\)](#)**

a) 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).

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

**17. Utility Contract – Renewal**

Members to consider quotations.

**18. Review and adoption of Parish Documentation**

Council is asked to approve the attached policies.

**19. Chairman’s Charity Quiz – 21<sup>st</sup> September 2018.**

Update

**20. Members Allowances Regulations**

Members to approve payment of Chairman’s Allowance for 2018/2019.

List of expenses paid to members during the year to be published.

**21. Report of the Leisure Services Committee**

To receive and note the Report of the last Meeting of the Leisure Services Committee.(yellow papers to follow).

**22. Report of the Finance and General Purposes Committee**

To receive and note the Report of the last Meeting of the Finance and General Purposes Committee.(pink papers to follow).

**23. Representatives to Outside Bodies.**

Representatives to outside bodies to present reports.

**24. Report of the Officers of the Council.**

Acting Clerk's report.

**25. Report of the Chairman.**

Chairman to present her report

Yours faithfully,

D M Weir (Mrs.)  
Acting Clerk/RFO

**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 on any agenda item. However, public participation must be confined to this section of the meeting only.**