



AGENDA

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All Parish Council Meetings are open to the Public and Press

To: All Members of Castle Bromwich Parish Council

Thursday, 25th January 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, 31ST JANUARY 2018** at **7.30 pm** for the transaction of the following business:

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 in accordance with the provisions of 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 29th November. (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: Solihull MBC Press Releases – Get

creative for Malvern Park - annual flower bed design competition / Residential parking restrictions lifted over Christmas / Model Climate Change Conference with local schools / Proposed Parish Council Changes in Catherine- de-Barnes and Hampton in Arden – Petition requesting Community Governance Review to incorporate Catherine-de-Barnes into the Hampton in Arden Parish Council boundary / Applications open to stand for UK Youth Parliament / NALC Newsletter / Balfour Beattie - M6 junction 2 to 4 SMP - Public Information Exhibitions – Smart Motorway Project

9. Proposed Budget Plan 2018/19

Members to consider – Cllr Horkan to report.

10. Reserves & Contingencies

The Council is asked to consider the level of Reserves and Contingencies following budget discussions.

11. Council Tax Base – 2018/19

Members to note details of the provisional council tax base and provisional council tax support grant arrangements for 2018/19. There is a reduction in the grant to £3,070 and a slight increase in the number of Band D equivalent dwellings from 3,876 to 3,906.

12. Appointment of Internal Auditor

Members to consider.

13. General Data Protection Regulations.

- a) Electronic note on recent seminar attended (circulated).
- b) Members to consider requirement for Data Protection Officer. WALC are in discussion with principal authorities with regard to provision of this service and advise that the legislation is still changing and is likely to do so well into next year. Budgetary provision is required to be made.

14. Email Addresses – Councillors

Quotation attached

15. Notification of External Auditor appointments 2018/19.

Council is asked to note the following:

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as “a person specified to appoint local auditors” and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be ‘opted-in’ to the new central procurement regime managed by SAAA unless they expressly decided to ‘out-out’ and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the attached appendix and can also be found on our website. The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely: National Association of Local Councils and County Associations - www.nalc.gov.uk
Society of Local Council Clerks - www.slcc.co.uk

16.Castle Bromwich Airport Forum.

Cllr MacDonald to report on recent Airport Forum Meeting and also the briefing at Birmingham Airport on 24th January 2018 when the outcome of the consultation process and details of what the Airport Company are planning to submit to the Civil Aviation Authority in it's Airspace Change Proposal were discussed.

17.Access at Small Green.

Responses to the letters sent to residents were forwarded to the Parish Council's solicitor, however, advice is imminent. When this matter was considered previously, members felt that access to a private drive was not Parish Council's problem.

Members to appeal received in relation to 39B the green which is on the finance agenda.

18.Review of Risk Register

Members to consider. A copy of last years register to follow.

19.Chairman's Charity Quiz

The next quiz has been arranged for Friday, 9th March.

20.Request to use Bradford Gardens to make film

Members were emailed details of a request made by a group of youths. Full Details and risk assessment have been requested. Nothing received to date.

21.SLCC – Subscription

Members to consider payment of subscription for Assistant to Acting Clerk.

22.Finance and Payments

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 (blue papers to follow).

Local Government Act 1972 S150(5)

Castle Bromwich Parish Council

Receipts : To note receipt of income

23.Review of Standing Orders

24.Report of the Staff Panel.

Staff Panel to report.

25.EAT – Update.

26.Report of the Leisure Services Committee.

To receive and note the Report of recent Meetings of the Leisure Services Committee.(to follow).

27.Report of the Finance and General Purposes Committee.

To receive and note the Report of recent Meetings of the Finance and General Purposes Committee.(to follow).

28.Representatives to Outside Bodies.

Representatives to outside bodies to present reports.

29.Report of the Chairman.

The Chairman to present her report.

30.Report of the Officers of the Council.

Acting Clerk's report and details of any matters dealt with under delegated powers since the last meeting of Full Council. Local Government Act 1972 s101.

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

D M Weir (Mrs.)

Acting Clerk/RFO