

**MINUTES OF THE MEETING OF  
 CASTLE BROMWICH PARISH COUNCIL  
 HELD IN ARDEN HALL, CASTLE BROMWICH  
 ON WEDNESDAY 6TH JULY 2016  
 AT 6.30 PM**

**Those present:**

**Chairman:**

Cllr Mrs. P Allen

Cllr Mrs. A Haywood

Cllr E Knibb

Cllr M Rashid

Cllr K Shaw

Cllr Miss J Ward

**Officer:**

Mrs. D. Weir, Assistant Clerk to the Council

**Public:**

None present

**1. Apologies.**

Apologies received and accepted from Cllr Riordan and from Cllr Terry due to personal circumstances and from Cllr MacDonald.

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

None declared.

**3. Dispensations.**

None requested.

**4. Minutes of the previous Meeting.**

The Minutes of the Meeting held on Wednesday, 1<sup>st</sup> June 2016 had been circulated.

**5. Questions from Councillors**

None raised.

**6. Internal Audit Report**

Members addressed the issues raised and agreed action as follows:

Recommendation 1 – The Parish Council to make alternative arrangements for bookkeeping.

Recommendation 2 – Review and update of the Council’s Financial Regulations to be considered as agenda item.

Recommendation 3 – This was noted.

Recommendation 4 – This was noted.

Recommendation 5 – This was noted.

Recommendation 6 – This was noted.

Recommendation 7 – Parish Council to consider.

Recommendation 8 – Acting Clerk to check position.

Recommendation 9 - Acting Clerk to contact the Borough Council to arrange a ‘risk workshop’

Recommendation 10 – Parish Council to consider.

Recommendation 11 – Parish Council to consider transferring all the main banking to one bank.

Recommendation 12 – Parish Council to consider introducing a card machine.

Recommendation 13 – Parish Council to consider.

Recommendation 14 – This was noted.

Recommendation 15 – Parish Council to review charging structure for hire of hall.

The remainder of the report to be reviewed at a later date.

**7. Bookkeeper – terms**

**ON THE PROPOSITION OF** Cllr Mrs Haywood, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED:** that the Acting Clerk be authorised to make enquiries with a local company for provision of this service.

**8. Staffing Issues.**

In respect of staff confidentiality the Chairman closed the meeting and went into confidential session.

The Chairman re-opened the Meeting and **ON THE PROPOSITION OF** Cllr Mrs Haywood, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED:** that a) bar staff be recruited from Berkeley Scott to provide cover for forthcoming events on the 23<sup>rd</sup> July b) the Acting Clerk be authorised to write to the Borough Council's HR Department regarding appointment of Occupational Health, c) review of roles and responsibilities to be undertaken in accordance with the recommendation contained in the Internal Audit Report and d) following consideration of the Internal Audit Report and acknowledgement of the responsibilities undertaken by the Administrative Assistant, that an additional increment be paid with effect from 1<sup>st</sup> July 2016, the Administrative Assistant to be given an assurance that the work that she does is acknowledged and her job will be evaluated and reviewed in 3 months.

The Chairman closed the Meeting at 8.20 pm.