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**MINUTES OF THE MEETING OF THE**

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**STAFF PANEL**

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**HELD IN ARDEN HALL,**

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**CASTLE BROMWICH ON**

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**THURSDAY, 4TH SEPTEMBER 2008**

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**AT 7.30 PM**

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**Those present:**

**Chairman:** Cllr Mrs. A Haywood

**Councillors:**

Cllr Mrs. P Allen

[Reserve Member]

Cllr A Terry

**Officers:** Mrs. C Tibbles, Clerk to the Council [except Item 5]

**1. Apologies.**

The apologies from Cllr J Riordan were accepted for the reason given.

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

None declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr Terry, **SECONDED** by the Chairman, **IT WAS RESOLVED** that the Minutes of the Meeting held on Thursday, 5<sup>th</sup> June, 2008, having been circulated, be signed as a true and correct record of the Meeting.

**4. Clerk's Model Contract of Employment.**

Under confidential terms and following consideration, **IT WAS UNANIMOUSLY RESOLVED** that the 2007 Joint Revisions (NALC/SLCC) to the Model Contract of Employment for Clerks/Deputies/Assistant/RFO's be adopted as it had been created to remove the anomalies from the 2004 agreement (comparisons circulated). Also following advice, **IT WAS UNANIMOUSLY RESOLVED** that the Chairman of the Staff Panel be the named Line Manager for the Clerk to the Council, although matters requiring specific action would need to be referred by the Chairman to the Staff Panel.

**5. Correspondence.**

Under confidential terms, members considered recent correspondence received and noted advice received by the Clerk.

**6. Staff Matters.**

Under confidential terms, members reviewed the current staffing position and were updated on changes reported by the Clerk. Members prioritised areas for action. The Clerk's Flexitime record was provided for scrutiny by members. Cllr Mrs. Allen raised an area of concern which was noted.

A s s t .  
Clerk  
Oct.08

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**MINUTES OF THE MEETING OF THE  
YOUTH PARISH COUNCIL  
HELD AT ARDEN HALL, CASTLE BROMWICH  
ON TUESDAY 4th September 2007  
AT 17.00 HRS**

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**Those present:**

**Chairman:** Cllr Miss C Moylan

**Councillors**

Cllr A Knibb

Cllr Miss G Healy

Cllr Miss R McDonald

Cllr Miss E Vincent

**Officers:** Mrs C Tibbles

**Guests:** Cllr E Knibb

**1.**

**Apologies.**

The apologies from Cllr Miss S Ross were accepted for the reason given. Cllr T Clayton was absent.

**2. Minutes of the previous meeting.**

**ON THE PROPOSITION** of the Cllr Miss Healy, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Tuesday 3<sup>rd</sup> July, 2007 having been circulated, be signed as a true and correct record of the Meeting.

**3. Questions from Councillors.**

Cllr Miss Healy reported another pathway that had overgrown bushes making it hazardous for pedestrians. At the suggestion of the Clerk, Cllr Miss Healy would use the Solihull MBC website to report the problem and ask for the matter to be rectified.

**4. Future plans for the Youth Council.**

At the suggestion of Cllr E Knibb, members considered a Youth Toolkit CD (promoted in a recent WALC newsletter) which offered guidance for project ideas. **IT WAS UNANIMOUSLY RESOLVED** to purchase this at a cost of £9.95 and for the Chairman to evaluate it when received.

**5. Questionnaire.**

Following consideration of minor amendments, **IT WAS UNANIMOUSLY RESOLVED** that questionnaire was now ready for distribution and that Parish Councillors who served as governors at the local schools should ask for its use to be encouraged or even used in part of the citizenship curriculum in lessons. The Clerk undertook to make the amendments and publish it on the Parish Council website. Members agreed it should be distributed locally to young people via themselves, Parish Councillors, local organizations, the playing fields and Arden Hall. Cllr E Knibb commended their work.

**6. Remembrance Parade – Sunday 11<sup>th</sup> November, 2007.**

The Clerk reported that there would be major changes to the Remembrance Parade this year due to the closure of the British Legion Social Club (but not the Branch), the loss of the Rector of Castle Bromwich and the police no longer taking responsibility for the safety of the parade. However, as before, the Chairman of the Youth Council would be invited to lay a wreath and members would march in the parade on a much shorter route.

**7. Clerk's Report.**