



ACTION

**UNANIMOUSLY RESOLVED** that Mr. Shaw be co-opted to the parish council for the Whateley ward. The Chairman congratulated them on their appointment and the declaration of office forms were duly signed and the new members took their seats. [Clerk’s Note: 1 vacancy remains for the Park Hall ward.]

**5. To receive the Declaration of Acceptance of Office of Members.**

**ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that the Declarations of Acceptance of Office made by all members be duly received.

**6. Apologies.**

The apologies from Cllr A Terry were noted for the reason given.

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

None.

**8. Dispensations.**

None requested.

**9. Minutes of the previous Meeting.**

Following clarification to a member by the Chairman on Item 19, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Horne-MacDonald, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 29<sup>th</sup> April, 2015 be accepted as a true and correct record of the Meeting.

**10. Questions from Councillors.**

None.

**11. Questions from the Public.**

Under Standing Order 3(d), the Chairman temporarily suspended standing orders for this item to invite questions from members of the public. A resident from the Bradford ward thanked councillors for their work of the past 12 months and wished the (nearly) full Council good luck for the forthcoming year. Standing Orders were then resumed.

**12. Communications.**

Members noted the information listed and the clerk gave additional information received on a community event on 12<sup>th</sup> June. A member endorsed the request for information to go to WALC for their annual report and another member asked that the June Finance and General Purposes Committee meeting discuss the potential invitation for computer training that might benefit parish councillors undertaking responsibility for internet banking.

MH  
asap

Clerk  
3/6

**13. Delegation to Committees and review of terms of reference.**

Following consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the terms of reference for Committees and Panels remained wholly satisfactory and not requiring any changes. They would be duly signed at the next Committee meetings.

LSC/FGP  
Staff Panel  
07/15

**14. To appoint Statutory or Standing Committees.**

The Chairman explained that the Chairman and Vice-Chairman served on both Committees. Following members confirming their willingness to serve, **IT WAS UNANIMOUSLY RESOLVED** that the following Standing Committees be appointed for the new Civic Year as follows:

Leisure Services Committee.

Councillors Mrs. A Haywood, E Hicks, I Hiley, E. Knibb, M Rashid, J Riordan, K Shaw and Miss J Ward, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Finance & General Purposes Committee (11 members). **ON THE PROPOSITION OF** Cllr Rashid, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that Cllr. Hiley be elected as Chairman of this Committee.

Finance and General Purposes Committee:

Councillors Mrs A Haywood, E Hicks, G High, J Horne-MacDonald, J Riordan, A Terry and B Upton, together with the Chairman and Vice-Chairman of the Council and the Chairman of the Leisure Services Committee (10 members). **ON THE PROPOSITION OF** Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Upton be elected as Chairman of this Committee.

Following members confirming their willingness to serve, **ON THE PROPOSITION OF** Cllr Miss Ward, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected to serve on:

Staff Panel: Cllrs Mrs. P Allen, E. Knibb and J Riordan.

Appeals Committee: Cllrs M Hayes, E Hicks and K Shaw.

**ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Hicks, **IT WAS UNANIMOUSLY RESOLVED** that the following members be elected as:

Reserve Members: all remaining members to serve if required on either, but not both, the Staff Panel and the Appeals Committee (with a Primary Pool of initial reserves): Cllrs I Hiley, J Horne-MacDonald, M Rashid and Miss J Ward.

**15. To appoint any new Committees.**

Following consideration, members **AGREED** there were no new committees to be appointed at this time for the next civic year.

**16. Review/adoption of new Standing Orders.**

This was deferred to the June meeting as it was currently less than six months since their adoption by Council.

**17. Review/adoption of Financial Regulations.**

This was deferred to the September meeting as it was currently less than six months since their adoption by Council. Members noted the supplementary procedural guidance that was being written to help staff gain better understanding of the regulations and the planned inclusion of sample forms that were already in use and/or being provided. The Clerk undertook to provide updates to the Finance and General Purposes Committee.

**18. Review of Charter/agency/workings.**

Following explanation for the benefit of new members, the Solihull Area Committee Charter Agreement with the Borough Council was duly reviewed and noted with interest. There were no agency or workings agreements in place to be reviewed.

**19. Review of Appointment of Representatives and arrangements for reporting back to Council.**

Members noted the clarification from the Chairman on the reports required from officially appointed representatives, preferably in writing and provided to the Clerk before the meeting. It was additionally noted that if members had news of other organisations or events they had attended a written report could be made available to members and left with the Clerk. The Chairman invited nominations/confirmation for each appointment and following voluntary changes to **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the following appointments be confirmed for the next Civic Year:

Airport Advisory Committee	Changed to Parishioner role
Castle Bromwich Children’s Centre	Cllr M Rashid
Castle Bromwich Youth Parish Council	Cllr Mrs. P Allen (continuing)
Conservation Areas Advisory Committee	Cllr Terry (continuing)
North Solihull Partnership Forum	Cllr E Knibb (continuing)
Solihull Area Committee (Parish & Town Councils) 2 posts	Cllr E Knibb (continuing)
Solihull Area Committee (Parish & Town Councils)	Cllr M Hayes (continuing)

ACTION

Council  
24/6

Council  
30/9

Clerk  
10/6

Warwickshire & West Midlands County Association  
of Parish & Town Councils, County Committee  
HS2 Community Forum 2 posts

Cllr E Knibb (continuing)

ACTION

Castle Bromwich Hall Gardens Trust (3 years until May 2016)  
Dame Mary Bridgman Trust (4 years until May 2019)  
Dame Mary Bridgman Trust (4 years until May 2019)  
Castle Bromwich Infant School – Governor (4 years until 2019)  
Castle Bromwich Junior School – Governor (4 years until May 2017)  
St Thomas Dole Charity Trust (4 years until May 2019)

Cllr E Knibb (continuing)  
Vacancy  
Cllr Mrs. P Allen (continuing)  
Cllr Mrs. P. Allen (continuing)  
Cllr Mrs. A Haywood (cont'g)  
Cllr M Hayes(new)  
Cllr Mrs. Haywood (continuing)  
Cllr E Knibb (continuing)

**20. Working Parties.**

Following consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by CllrUpton, **IT WAS UNANIMOUSLY RESOLVED** that the following Working Parties be formed:

Buildings and Open Spaces WP (reporting to Leisure Services Committee)

Cllrs Mrs. Allen, Hicks, Hiley, Horne-MacDonald, Riordan, Rashid, Shaw.

Events WP (reporting to Finance and General Purposes Committee)

Cllrs Mrs. Allen, Mrs. Haywood, Hayes, High, Miss Ward.

Grants WP (reporting to Finance and General Purposes Committee)

Cllrs Hayes, Hiley, Terry, Upton.

Smarter Working Group (reporting to Council)

Cllrs Mrs. Allen, Hayes, Knibb, Riordan, Upton.

The purpose of this new group was to review how efficiently the council operated across the board, including operations and deployment of staff.

**21. Confirm time/place/dates of meetings.**

Members noted with interest the calendar of meetings already set and issued. Members of the Staff Panel confirmed their next meeting should start at 7 pm on Tuesday 7<sup>th</sup> July (after the Youth Council meeting).

**22. Further Reviews.**

As required under standing orders, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Shaw, **IT WAS UNANIMOUSLY RESOLVED** that:

the annual inspection to review land and assets would take place for all members on Wednesday 17<sup>th</sup> June at 6 pm meeting at the Theatre Workshop;

new members would have the opportunity to tour Open Spaces with the Clerk as part of their induction, preferably before the annual inspection;

to review subscriptions to other bodies at the June council meeting;

to delegate the review of the council's complaints policy to the Finance & General Purposes Committee;

the existing procedures for FOI and Data Protection requests were satisfactory;

the review of the policy for dealing with press/media was underway by the Finance and General Purposes Committee but not yet completed.

**23. Appointment of Signatories for Financial Procedures.**

Following consideration of systems for internet banking, it was **AGREED** that in principle all members could have the opportunity to become authorisers of transactions with the new accounts at Unity Trust Bank and that members who did not wish to do so, could opt-out by 27<sup>th</sup> May. [The Clerk would check if a maximum number applied.]

Cllr Mrs. Allen opted-out at the meeting. Members noted the advice that computers needed to be secure, password protected, virus protected, that transactions should be checked carefully and not in the public domain and that the email address used was only individually accessible. It was **FURTHER AGREED** to address the training need of members, as previously offered, and Cllr Upton was asked to demonstrate the system to members before the next Leisure Services Meeting; that there should be no change to signatories at Lloyds Bank as there would be less transactions taking place.

TK/Members  
17/6

GH/KS +  
Clerk tbc

Council  
24/6  
FGP  
07/15

FGP  
tbc

Members  
7 pm  
3/6

**24. Notice of Audit.**

As previously circulated, members had received the notice of audit.

**25. Finance and Payments.**

- a) the approval of the schedule of direct debits/standing orders was deferred to the next meeting;
- b) following scrutiny of the latest income and expenditure reports, a member requested the expenditure on staff uniforms for Park Wardens be charged to both the pavilion and open spaces cost centres; a volunteer was required to scrutinize and sign the bank statements;
- c) Following scrutiny, clarification by the Clerk and discussion by members, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the payments as listed be approved, with the exception of two invoices (from nPower and Sita) which were to be placed on hold for further investigations. In the absence of a request at the previous meeting, the review of cost of insurance provision was delegated to the Finance and General Purposes Committee prior to 2016 renewal. Feedback was given on the fire extinguisher invoice which the Hall Manager had confirmed there was no clear evidence of when the tag had been removed.
- d) Members who were authorizers were reminded of the need to register their email addresses by accessing the Unity Trust website.

**ACTION**

Clerk  
17/6

Clerk  
17/6  
Members  
3/6

Admin Asst  
asap

Clerk/  
Members  
tbc

FGP  
12/15

Members  
asap

MH/AT/IRH  
asap

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

**ON THE PROPOSITION** of Cllr Hiley, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 6<sup>th</sup> May, 2015, having been circulated, be received and noted.

**27. Report of the Finance & General Purposes Committee.**

**ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Horne-MacDonald **IT WAS RESOLVED** that the Minutes of the Meeting of the Finance and General Purposes Committee held on Wednesday, 29<sup>th</sup> April, 2015, having been circulated, be received and noted. The Clerk undertook to seek clarification from WALC on the process used by the council for receiving reports from Committees.

Clerk  
Asap

**28. Local Council Award Scheme.**

Members noted the information that had been circulated in anticipation of discussion at the next meeting.

Members  
24/6

**29. Council Priority Projects for the Year.**

At the request of the Chairman, members and Committees were asked to consider what the priorities should be for the new civic year. He was concerned that the Clerk and staff were overloaded with too many decisions by council that prevented their efficient working.

Members  
24/6

**30. Representatives to Outside Bodies.**

Cllr Mrs. Haywood reported that she and Cllr Mrs. Allen had attended a meeting of the Dame Mary Bridgeman Trust on Saturday 9<sup>th</sup> May 2015. Apologies for absence were received and accepted from The Rt Hon The Earl of Bradford. The committee agreed and confirmed the reappointment of the Rt Hon The Earl of Bradford as Chairman and Revd Gavin Douglas as Vice Chairman. The minutes of the meeting held on 16<sup>th</sup> November 2014 were accepted as a true record and signed accordingly. The meeting agreed to the transfer of funds from the deposit account to the current account to enable disbursements to be agreed at the meeting. The following members of the committee agreed to a serve for a further four years: Mark Smith appointed by the PCC of St Mary and St Margaret; Ian Wright appointed by the PCC of St Clement of Alexandria; Two members appointed by Castle Bromwich Parish Council. Cllr Mrs. Pauline Allen and Cllr Mrs. Alison Haywood both agreed to serve for a further four years but informed the committee that this would

need to be agreed at the Annual Meeting of the Parish Council scheduled for Wednesday 20th May. It was agreed that the Vice Chair would be informed as to the outcome as soon as possible after the meeting. It was reported that Stuart Lawrence had agreed to look after the accounts and the Vice Chair would arrange for statements, cheque book, supporting documents to be handed over. It was reported that letters had been received from the recipients of the November allocations. The proposed Grant allocations for May 2015 were presented and agreed under Ecclesiastical, Educational and Community criteria in line with the constitution. As there was no other business, the proposed date of the next meeting Saturday 21<sup>st</sup> November 2015 and the venue would remain unchanged i.e. Community Hall, St Mary and St Margaret, Castle Bromwich was agreed.

Cllr Mrs. Allen presented a photographic report on the recent 40's weekend held by Castle Bromwich Hall Gardens Trust, which was a very successful event with many highlights. Lots of pictures had been snapped of the Dakota aeroplane that flew over on both days and the report was available from the Clerk.

**31. Report of the Officer of the Council.**

The Clerk informed members that in the absence of a May Planning meeting (cancelled due to elections) she would be seeking views from members to enable her to make a delegated decision, which would be duly reported at the next Finance and General Purposes Committee meeting.

**32. Report of the Past Chairman.**

The Chairman reported that on the previous evening he had attended the Investiture of Cllr Glenis Slater as the new Mayor of Solihull MBC and then observed the ensuing debates of members, some of which had been misreported by the press.

ACTION

Members  
22/5

