

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 29TH JULY 2015
 AT 7.30 PM**

Those present:

Chairman: Cllr M Hayes

Councillors:	Cllr Mrs. P Allen	Cllr J Horne-MacDonald	Cllr J Riordan
	Cllr G High [except part Item 23]	Cllr E Knibb [except part Item 24]	[except part Item 25] Cllr K Shaw
	Cllr I Hiley [except Item 12]	Cllr J MacDonald Cllr M Rashid [except part Item 16]	Cllr B Upton Cllr Miss J Ward

Guest Speaker: Margaret Slyfield, PTP Training [Items 1 - 5 only]

Officer: Mrs. C Tibbles, Clerk to the Council and RFO [Items 1-part 26 only]

Public: 1 member of the public [Items 1- 22 only]
1 member of the public [Item 5 only]

1. Apologies.

The apologies from Cllr Mrs. A Haywood, Cllr E Hicks and Cllr A Terry were noted for the reason given.

2. Declarations of pecuniary or conflict of interests.

Cllr Hiley declared a potential conflict of interest in Item 5 as his partner worked for PTP Partnership and also a pecuniary interest in Item 12 as his company was submitting a quotation for consideration.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Horne-MacDonald, **SECONDED** by Cllr Upton, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 24th June, 2015 be accepted as a true and correct record of the Meeting. Cllr Hiley took the opportunity to sit as a member of the public.

5. Guest Speaker –Margaret Slyfield, Business Development Manager of PTP Training.

At the invitation of the Chairman, Mrs. Slyfield thanked the Council for their interest in apprenticeship schemes and proceeded to explain the company was established in 1970 and had developed into the largest private training provider in the Midlands. The company was proud to invest in young people and she hoped the Parish Council would see the benefit in doing so too as part of their succession planning. In her experience young people were keen to work and wanted a career built on the sound foundations of an apprenticeship. Many types were available but papers were provided of those she felt had particular relevance to the services offered by the council. The financial costs were explained and there was flexibility for the council to structure things differently if it chose. It was hoped that after the 12 month apprenticeship was satisfactorily completed, employment could continue but if not then the apprentice would have gained valuable knowledge and experience. Being close to the boundary of Birmingham and Solihull meant there were different grants available towards the cost of an apprentice and

ACTION

the parish council could stipulate what it required, eg. a local candidate. In response to questions, it was confirmed that advertising and recruitment screening was undertaken to match the specified council criteria, before the council interviewed and decided on an appointment; the needs of the council were matched with the ability and potential of candidates; candidates were only released when coached and ready for employment; clarification on lone working and age parameters (due to Arden Hall having an alcohol license); timing of release of grant funding; high success rates and other sample employers given; assessment of training given by council; expectation of 30 hours per week employment although shorter hours could be worked if the 12 months scheme was extended; additionally it would be necessary to confirm the maximum hours allowed; DBS checks could be done if needed; the awarding body used was City & Guilds. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the topic be explored further by the Smarter Working Group. Members noted the alternative communications received by the Clerk. The Chairman thanked Mrs. Slyfield for her presentation and she left the meeting. Cllr Hiley retook his seat with the councillors.

ACTION

Smarter WG
tbc

6. Questions from Councillors.

Members noted a topic highlighted by Cllr High and following discussion, it was **AGREED** that he should liaise with the Clerk on draft wording of a reply to the Facebook exchange about Hob Farm opening. Members would be invited to comment by email before it was posted.

GH/Clerk
Asap

7. 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 the council for keeping the village green looking very nice and also reported the new memorial bench was being regularly used. He asked when the Borough Council would next clean the Birmingham Road and noted new flytipping by the gas station at the Chester Road. The Clerk was asked to pass these concerns to the Neighbourhood Co-ordinator. The Chairman said that Mr. Brueton, a local resident, had attended a meeting at Birmingham Airport that day and learnt that a 3 month trial was commencing on 1st August with planes being required to reach 4000 feet prior to turning to a new direction. Cllr Upton asked that Mr. Brueton be asked to contact him to discuss this. Standing Orders were then resumed.

Clerk
10/8

Clerk
5/8

8. Communications.

Members noted the information listed and members discussed the request for support on the value of church bells to the community. **ON THE PROPOSITION OF** Cllr Knibb, **SECONDED** by Cllr Upton, **IT WAS RESOLVED** that a letter of support should be sent from the parish council. The Clerk reported that a late communication had been received from ACAS offering free confidential visits to employers.

Clerk
10/8

9. Special Motion – moved on notice.

Following consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the decision of the council to require the Chairman of the Finance and General Purposes Committee to be a member of the Leisure Series Committee should be rescinded as this was not stipulated in Standing Orders operating at the annual meeting of the council.

10. Council Priority Projects.

Following consideration by committees, members noted the 3 topics as being:
FGP: Office Phone System, Website Review, Parish Plan;
LSC: Arden Hall Roof Survey, 2 disabled parking bays, Stage curtains/hall decoration;
Staff Panel: Smarter WG recommendations, Staff Handbook review, Appraisal training.

11. Review of October meeting date.

Members were reminded of the need to submit apologies in advance of meetings to the Clerk so that the relevant quorum could be ensured.

12. Village Green Noticeboard.

Cllr Hiley withdrew from the meeting. Following consideration, **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Upton, **IT WAS UNANIMOUSLY RESOLVED** to accept the quotation from Glass & Glazing for a hardwood notice board for the Village Green, as measured and quoted for, at a cost of £1,700 + VAT, noting separate arrangements would need to be made for the header boards. It would meet one of the aims of the Parish Plan and either funded by this or Open Spaces street furniture. Cllr Hiley returned to the meeting.

13. Revised Terms of Reference – Staff Panel.

Members considered the revision and noted that it was aimed to protect the council and the Panel by ensuring budgetary considerations were met. **ON THE PROPOSITION OF** Cllr Riordan, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** to approve the amended Terms of Reference, which would be signed.

14. SMBC Consultations/invitations.

Following consideration, the following attendees were **AGREED**:

14.1 Cllr Hayes and Cllr Knibb to attend the West Midlands Combined Authority briefing on Wednesday 5th August;

14.2 Cllr Upton and Cllr MacDonald to attend the event for parish councillors on Solihull Connected Green Paper on 7th September

14.3 The Clerk and Cllr Hiley to attend the Gypsy and Traveller Training on 23rd September, with Cllr Mrs. Allen as the reserve representative.

15. Demonstration of Internet Banking.

Members noted the tabled information and Cllr Upton gave a practical demonstration on the procedures and protections now being operated by the council with Unity Trust Bank. Levels of access were explained and the process of key things to check from the evidence provided to members prior to them making any authorisations.

16. Smarter Working Group.

Members noted the report of the meeting held on 15th July and the correction by the Chairman explaining the instruction of the council to send letters to staff had been delayed, details of which would be clarified in Item 26. Members additionally noted the budgetary process at Committee meetings attended by the Hall Manager and the monthly financial printouts also supplied when sent to members with agendas. Following consideration of the recommendations, **ON THE PROPOSITION OF** the Chairman, **SECONDED BY** Cllr Upton, **IT WAS RESOLVED** that the group had studied staff contracts and job descriptions and would seek further advice on flexible staff working; it was noted that the Arden Hall wages costs were in excess of the budget for the first quarter of the year. The Hall Manager would be required to provide the Leisure Services Committee with a detailed breakdown of individual hours worked by Arden Hall staff showing the wage cost of each, with comparative income for each hirer related to direct staffing costs to allow viability to be assessed. Members wanted an explanation of why wages for Arden Hall, the Pavilion and Open Spaces were 30% instead of 25% and what measures were in place to bring them back in line. The budget holder would be asked to reply to the Leisure Services Committee in the next report. The next working group meeting was scheduled for Thursday 6th August at 7 pm.

17. Parish Plan.

ON THE PROPOSITION OF the Chairman, **SECONDED** by Cllr Horne-MacDonald, **IT WAS RESOLVED** that the Parish Plan would be overseen by the

ACTION

Clerk
asap

Clerk
26/6

Clerk
7/8

Clerk
7/8

Hall Mgr
24/8

Smarter WG
6/8

Finance and General Purposes Committee until/instead of a co-ordinator being found.

ACTION

18. Finance and Payments.

ON THE PROPOSITION of Cllr Hiley, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that:

- a) the latest income and expenditure report be noted, together with variances to budget, and the latest bank statements be scrutinized and signed by a member;
- b) following scrutiny of invoices and resolution of queries, that the payments as listed by approved. It was **FURTHER RESOLVED** that compensation be requested from Npower as they had now conceded the contractual error they had made. When the correction was received the RFO would process the payment. The Clerk thanked Cllr Upton for raising the initial query.

Cllr
asap

Admin Asst
30/7
Clerk
14/8

19. Report of the Leisure Services Committee.

Cllr Upton queried a procedural matter which was clarified by members. **ON THE PROPOSITION** of Cllr Hiley, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 1st July, 2015, having been circulated, be received and noted the decisions duly made.

20. Report of the Staff Panel.

ON THE PROPOSITION of Cllr Mrs. Allen, **SECONDED** by Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting of the Staff Panel held on Tuesday, 7th July 2015, having been circulated, be received and noted the decisions duly made.

21. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesdays, 24th June and 8th July 2015, having been circulated, be received and noted the decisions duly made.

22. Representatives to Outside Bodies.

Cllr Knibb tabled reports on two meetings he had attended. The SAC meeting held in Meriden on 9th July 2015 had Cllr Bob Sleigh (Leader of SMBC) & Nick Page (CEO of SMBC) as guest speakers. They delivered a joint presentation on the possible creation of a West Midlands Combined Authority and how it may inter-connect with the new Government legislation on Regional Devolution. John Crossling (WALC County Officer) was the next speaker and he covered the many and varied duties performed by a County Officer for the benefit of Town & Parish Councils within the region. The chairman of SAC then presented his Annual Report which would appear in the WALC Annual Report to member Councils. The annual meeting would be held on November 4th 2015 at County Hall, Warwick. The annual nomination and election of SAC officers for the coming year took place with Cllr Brian Brown re-elected as the Chairman and Cllr Rosie Weaver re-elected as the Vice-Chairman. Cllr Rosie Weaver would also remain as the SAC representative to the WALC County Committee. The remaining items on the Agenda were deferred to the next SAC meeting due to lack of time as the members were so engaged with discussion with guest speakers. Meeting dates and venues for the next year were agreed prior to closing this meeting.

Cllr Knibb attended the WALC County Committee meeting on 16th July 2015 in Leamington Spa Town Hall. After the usual formalities of welcoming new members to the Committee, declarations of interests and acceptance of the previous minutes of the 22nd April 2015, we moved on to matters arising from that meeting. Authorising the changes to signatures mandates for banking and CPD point scheme concerns, both items had now been satisfactorily resolved. On the financial front the 1st Quarter statement and revised budget were approved. The Policy and Advisory Committee recommendations on the proposed Constitutional changes were accepted, however, one

item did require an individual vote on the question of whether co-opted county members should be allowed to vote at County Committee meetings? The vote ended 6 for, 5 against, with 4 abstentions – a very close vote but co-opted members now had voting rights. NALC will be disseminating £2k to WALC to help with the cost of delivering Transparency Act training to Parish & Town Councils to enable their compliance. As WALC Chairman, Cllr Knibb had announced the excellent news relating to the creation of new local councils. The residents of Sutton Coldfield voted a resounding 70% in favour of creating a new Town Council. It now only required the Birmingham City Council Governance Review panel to recommend to the full Birmingham City Council, that it give approval, assent and ratification for the creation of the largest Town Council within England. The next meeting would be held at the same venue on Tuesday 13th October 2015.

ACTION

A member tabled information on a recent event attended.

23. Report of the Officer of the Council.

The Clerk reported that she had attended an excellent induction event by Solihull MBC and had collected leaflets of potential interest to members and/or local organisations. In relation to Item 13 of the Staff Panel minutes, she had sourced sample information of ways for councillors to help, which she would pass to the Smarter Working group; in accordance with the request in Item 14 of the Staff Panel minutes, she would work reduced hours in August and members noted the Council Office may be closed on occasional days.

Smarter WG
tbc

24. Report of the Chairman.

The Chairman reported he had not attended any functions since the last meeting.

25. LSC Report on Storage – Information Researched.

Cllr Hiley reported that the hire group had reported they were unable to obtain a free storage container and the requested sample hire rates had not been forthcoming. In the absence of information, the next Leisure Services meeting would consider the matter further with updates from Cllr Hiley and the Hall Manager.

LSC
2/9

26. Staff Matters.

ON THE PROPOSITION of the Chairman, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that under Section 100A of the Local Government Act 172, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and be instructed to withdraw.

The Clerk explained she had been requested to raise a staff matter with the council. In order for members to consider this, she would withdraw from the meeting. She explained the procedural advice that had been given by WALC. The Clerk requested that in her absence the prepared questions be considered to establish facts and a notetaker be appointed. At the conclusion of discussions, she requested that she return to the meeting to note the resolution voted upon. The Clerk then left the meeting.

Following discussion and consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED** to back the recommended course of action by the Staff Panel.