

noting that there was some spontaneous developments happening independently.

9. Declaration of Vacancy – Park Hall Ward.

Following the automatic disqualification of Cllr R Amos for failing to attend any council meeting or committee meeting for the period from 10th October 2013 to 9th April 2014, the council would declare a vacancy for the Park Hall Ward, requesting the Clerk to arrange for the public notices to be duly displayed. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the Parish Council should write and thank Mr. Amos for the tremendous contribution he had made whilst serving as a willing and genuine parish councillor, being particularly indebted for his endeavours to secure lottery funding for the recent Footloose Project.

Asst Clerk
9/5

10. Annual Insurance Renewal.

Members noted the information provided by Zurich Insurance regarding the annual review and renewal, being satisfied to leave this matter in the hands of the Clerk each year unless there were concerns to raise.

11. HS2 issues.

Following the council's extra meeting the previous week, there was no new information to report but members felt raising public awareness would be helpful, possibly via an article in the Gazette.

Asst Clerk
27/5

12. Financial Investment.

Members noted the tabled information of the year end account balances and the confirmed receipt of the first instalment of the precept. Following careful consideration, **ON THE PROPOSITION OF** the Cllr Rashid, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that £50,000 be duly transferred from the income account to the CCLA Investment Account.

Clerk
May '14

13. Finance and Payments.

Members considered the list of payments and salaries for approval and the additional tabled list of two cheque items. Following detailed clarification of several queries by members on products purchased and services provided, **ON THE PROPOSITION OF** Cllr Hayes, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the payments as listed be approved. Cllr Hayes left the meeting briefly during the discussion and returned prior to the vote being taken.

Admin.
Asst.
1/5

14. Report of the Leisure Services Committee.

ON THE PROPOSITION of Cllr Hiley, **SECONDED** by the Chairman, **IT WAS RESOLVED** that the Minutes of the Meeting of the Leisure Services Committee held on Wednesday, 2nd April 2014, having been circulated, be received and noted.

15. Report of the Finance & General Purposes Committee.

ON THE PROPOSITION of Cllr Hayes, **SECONDED** by Cllr Horne-MacDonald, **IT WAS RESOLVED** that the Minutes of the Meetings of the Finance and General Purposes Committee held on Wednesdays, 26th March and 9th April, 2014, having been circulated, be received and noted.

16. Representatives to Outside Bodies.

Cllr Mrs. Allen reported on the Youth Council working party meeting she had attended on 22nd April when they discussed applying for funding to the Dame Mary Bridgeman Trust and to Awards For All. She had provisionally enquired about assistance from Alan Crawford and another colleague. On Sunday 27th April she had attended the successful Morris Minor event held at Castle Bromwich Hall Gardens. She had also attended two additional events held at the Gardens which the Chairman would be reporting upon.

Cllr Knibb planned to report at the next meeting on the WALC County Committee meeting he had attended the prior evening.

17. Report of the Officer of the Council.

The Clerk reported on urgent tree work at Bradford Gardens that needed to be completed before the forthcoming Heritage Festival. A notice would be duly served to Solihull MBC as this was within the conservation area and the work scheduled for early the following week.

18. Report of the Chairman.

The Chairman reported that it had been a busy month, starting on 11th April when he had been invited to present Easter eggs and sweets to children attending the Little Gnomes group at Arden Hall. This was an excellent facility being provided for young children and was clearly enjoyed by everyone there. He recorded his thanks to the Beebee family for their kind donation to the Chairman's Charity Fund earlier in the year. On 12th April he had enjoyed going to the Chairman's Charity dance organized by Fordbridge Town Council which had been well attended. On 17th April he and the Clerk had met with Castle Bromwich Cricket and Sports Club, also attended by their new Chairman. There was a clear understanding that this was not a time for going over the past and the focus was on moving ahead. The new licence agreement was delivered to them and it was explained that a lot of time had been invested by the council to ensure that matters would be clear. This would be considered by the Club at their next committee meeting so the council were awaiting their feedback. On 9th April the Chairman had been pleased to attend the Easter event at Castle Bromwich Hall Gardens when he had helped to judge the hat competition, being difficult not to disappoint people. This was reasonably attended. Earlier today he had been invited with Cllr Mrs. Allen to attend the re-opening of the Mirror Pond and the new wildflower garden area, which would encourage more children to attend. The local school was represented with St. Mary and St. Margaret's pupils planting seeds etc. The Chairman concluded by saying that tomorrow he would be attending the funeral of former Chairman, Mr. Jerry Dutton and he would be speaking at the funeral on his contribution to the work of the council and the community of Castle Bromwich.

19. Staff Matters.

ON THE PROPOSITION of Cllr Hayes, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that due to the confidential nature of the material being discussed, under Section 100A of the Local Government Act 1972, 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.

19.1. Following a query by the Clerk and clarification by two members, the outcome of recent meetings were discussed and agreement reached that investigations into some current staff procedures should be concluded in a timely manner as current vacancies had not been advertised and some services were potentially at risk. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that a Staff working party be formed, comprising of Cllrs Mrs. Allen, Hayes, Hiley, Knibb and Riordan to review staff structure, written contracts and job descriptions and to clarify reporting to Line Managers. With the agreement of members, the Chairman temporarily adjourned the council meeting for an interval to allow the working party to meet.

19.2 The Meeting was re-convened and **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the recommendations of the Staff Working Party, having read documents and considered the

best way forward, be accepted for prompt implementation as follows:

a) that the corrected contract for a member of staff, that had been ready to issue but put on hold, should now be offered;b) that the working party endorse the Staff Panel's confidential document on suggestions for consideration and the Hall Manager and Clerk be asked by Cllr Hayes to give their preliminary response to these suggestions by 5pm on 7th May, together with any positive suggestions of their own; c) that the Staff Working Party meet again on 7th May at 6.30 pm; d) that Cllr Hayes, on behalf of the Working Party, notify the Hall Manager and the Clerk within 24 hours of the agreed recommendations endorsing the earlier document as being the best way forward and finally e) that Cllr Hayes write to the staff who had met informally with the Staff Panel to inform them all that a working party had been formed and met. The Clerk noted that Cllr Rashid left prior to the vote being taken.

Clerk
1/5

MH 1/5

WP7/5

MH 1/5

MH
asap

DRAFT