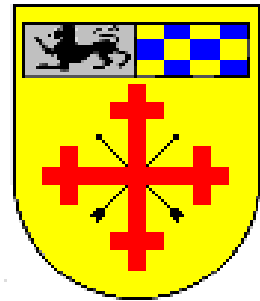


# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
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**Chairman:** Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey

Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan, Cllr. M Strong,  
Cllr. S Temperton, Cllr. J Ward + 6 vacancies

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Dear Councillor,

You are summoned to attend the annual meeting of Castle Bromwich Parish Council at 7:00pm on Wednesday 29<sup>th</sup> May 2024 at Arden Hall, Windsor Room. The agenda includes an item with the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes.

**Members of the press and public are welcome to attend.**

Gemma Burgess  
Clerk to the Council

Dated this 22<sup>nd</sup> May 2024

## AGENDA

**C24-058 Chairman:**

- a. To elect a Chairman for the Civic Year 2024-25.
- b. To witness signing the Declaration of Acceptance of Office.
- c. To approve the payment of the Chairman's allowance.

**C24-059 Vice-Chairman:** To elect a Vice-Chairman for the Civic Year 2024-25.

**C24-060 Councillors:**

- a. To consider the co-option of councillor(s).
- b. To receive the Acceptance of Office forms of all councillors.

**C24-061 Apologies for Absence:** Members are required to notify the reason for absence.

**C24-062 Declarations of Interest & Dispensations:** Councillors are reminded to keep their register of Interests updated and submit dispensation requests to the Clerk.

**C24-063 Public Question Time:** An opportunity for the public & guests (including Borough Councillors) to address the Council.

**C24-064 Minutes:** To approve the minutes of the Council Meeting held on Wed 24<sup>th</sup> April 2024.

**C24-065 Committees:**

- a. Membership: To consider the appropriate numbers for each committee.
- b. Terms of Reference: To review the Terms of Reference
- c. Staffing Committee:
  - i. To appoint members.
  - ii. To appoint a Chairman
- d. Finance and General Purposes Committee:
  - i. To appoint members.
  - ii. To appoint a Chairman and Vice-Chairman.

- e. Leisure Services Committee:
  - i. To appoint members.
  - ii. To appoint a Chairman and Vice-Chairman.
- f. To consider appointing any further Committees or Working Parties.

**C24-066 Appointments:**

- a. To appoint an Internal Auditor for 24-25.
- b. To confirm current representatives on outside bodies: WALC, Solihull Area Meeting, Birmingham Airport CC, Dame Mary Bridgeman, Castle Bromwich Hall Gardens Trust St Thomas' Dole Charity Board.

**C24-067 Finance and General Purposes Committee:**

- a. To note the minutes of the meeting held on May 15<sup>th</sup> 2024 including all year-end reports as appendices.
- b. To note the Internal Auditor's Report (p3 AGAR and full report) for the Year Ending 31<sup>st</sup> March 2024 and consider any action necessary.
- c. To review the bank mandate for Lloyds and Unity Trust Bank.
- d. To approve the continued use of bank transfer as the primary payment method.
- e. To approve the continued use of variable Direct Debit for regular contractual payments.
- f. To approve the list of regular contractual payments.
- g. To consider updated asset register at 22.05.24 and approve insurance cover.
- h. To approve payment run 2024-05-29.
- i. To approve moving mobile phone provider.
- j. To approve costs relating to defibrillators.
- k. To note the Internal Control schedule.
- l. To note the bank reconciliation checking schedule

**C24-068 Planning & Licencing:** To comment on the following applications:

Reference	Address	Proposal
PL/2024/00862/LBC	Castle Bromwich Hall Garden Trust Chester Road Solihull B36 9BT	Listed building consent for work to the windows and door of the Orangery. This includes the removal of the existing polycarbonate sheets, installation of new security glass and moulding, and the redecoration of joinery.
PL/2024/00871/MINFHO	41 Chester Road Solihull B36 9DL	Two storey side extension to stop short of site boundary and form a flush first floor/ground floor (As opposed to stepped due to first floor site boundary edge restrictions).
PL/2024/00874/MINFHO	41 Elmfield Road Castle Bromwich Solihull B36 0HL	First floor side extension.

**C24-069 Annual Governance and Accountability Return (AGAR) 2023/24:**

- a. To approve Section 1 - Annual Governance Statement 2023/24.
- b. To approve Section 2 – Accounting Statements 2023/24.
- c. To approve the period for the Exercise of Public Rights.
- d. To approve the AGAR supporting documents:
  - i. Bank reconciliation
  - ii. Explanation of significant variances
  - iii. Reconciliation between Section 2, Boxes 7 and 8.
  - iv. Additional information requested for intermediate review.

**C24-070 Leisure Services Committee:** To report on any matters necessary.

**C24-071 Council Office:**

- i. The Clerk will provide and update on current Council business.
- ii. To note the 24-25 SMBC Councillor Allowances.

**C24-072 Councillors' reports and items for future agendas:** To report minor matters of information not included elsewhere on the agenda or raise items for future agendas.

**C24-073 Action Log:** To report progress on items:

* Memorial Garden & war memorial signage	Clerk
* Financial Regulations Working Party	Clerk
* Disciplinary & Grievance Procedure	Clerk
* War Memorial – names	Clerk/CLO/LKaye
* Flag Flying Policy	Clerk
* Staff Handbook	Staffing Comm.

**C24-074 Meeting Schedule:** To confirm the meeting schedules for 24-25 & 25-26.