Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey
Cllr. K Ahmed, Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan, Cllr. J Ward + 7 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 30TH SEPTEMBER 2026 AT 7:00PM

Members Present:	Cllr. P Allen (Chair), Cllr. S Beechey, Cllr. K Ahmed, Cllr. J MacDonald & Cllr. J Riordan
Guests in Attendance:	SMBC Cllr. Alan Feeney
Public in Attendance:	Six
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

Action

C26-113 **Welcome:** Cllr. P Allen welcomed all to the meeting

C26-114 **Councillors:**

a. It was noted that a casual vacancy has arisen due to the non-attendance of Cllr. S Temperton due to a family commitment. The vacancy was advertised but an election was not claimed so can be filled through co-option.
b. Co-option of a new councillor was deferred.

C26-115 **Apologies for Absence**: Apologies were noted from Cllr. D Pearce, Cllr. A Haywood & Cllr. J Ward.

C26-116 **Declarations of Interests & Dispensations:** Cllr. S Beechey declared a non-pecuniary interest in items C26-119 a. and b. as Treasurer of Castle Bromwich Lions Football Club. A dispensation is not necessary.

C26-117 **Public Question Time:**

Members of the public spoke:

- To query who owned and operated Arden Hall. It was confirmed that this is the parish council and arrangements have not changed.
- To query whether parish councillors had been invited to or attended recent public meetings with MP Liam Byrne and borough councillors.
- Whether SMBC would now continue to maintain the alley between Wentworth and New St.

SMBC Cllr. Alan Feeney reported that Castle Bromwich Society's first draft of the Neighbourhood Plan was due to published imminently.

C26-118 **Minutes:**

RESOLVED: The minutes of the Parish Council meeting held on Wednesday 29th July 2026 were agreed as a true record of the meeting by those who had been present.

C26-119 **Leisure Services Committee:**

a. **Castle Bromwich Lions Football Club Proposals:** Members of the club spoke to highlight the need for toilet facilities for the club and that paying to hire the Pavilion for toilet use is not economically viable. It was noted that a long-term solution is being sought but the club needed a temporary solution without charge.
RESOLVED: That the toilet facilities in the shower room would be made available on Saturday and Sunday mornings outside of cricket season and without an adults' football team.

b. **Toilet facilities for sports teams:** The clerk's report on options was noted and a working party meeting set for Friday 2nd October.

c. **Dartboard Trial:** It was noted that the dartboard had not been in use much as it was intended for quieter months. The Clerk was directed to report back in December. 1.

C26-120 **Finance and General Purposes Committee**:

a. The minutes of the committee meeting held on 23rd September 2026 were noted.

b. The Q1 2026-27 Internal Control Check was noted including a £60 petty cash payment authorised by the clerk. (att pp4-6)

c. The Conclusion of External Audit for the year ending 31st March 2026 was noted with no matters for concern raised. Advice on listing the creditors and debtors separately was also noted.

d. Payment run 2026-09-30 was considered.
RESOLVED: That payment run 2026-09-30 be approved. (att p7)

e. **Planning & Licensing:**

i. It was noted that an appeal has been received for the planning application at 89 Whateley Crescent PL/2026/01245/MINFHO.

ii. The following comments were agreed.

Reference	**Address**	**Proposal**
PL/2026/01680/ PPFL	3 Reliant Close Castle Bromwich Solihull B36 9NG	Change of use from dwellinghouse (Use Class C3) to children's care home (Use Class C2) for up to two children aged 7-17 years, with a manager and up to two carers, who will sleep overnight, working on a rota basis.
Castle Bromwich Parish Council, having considered the Children's Social Care National Framework Dec 2023 and Solihull MBC's Children's Social Care Sufficiency Strategy: Children Looked After and Care Experienced Young People 2025-2029 in conjunction with positive early engagement with Children's Services, has no objection to this change of use application.		
PL/2026/01697/ TCA	Rectory Gardens Castle Bromwich Solihull B36 9DG	Dismantle to base row of conifer trees in rear garden.
No objection, subject to tree officer.		
PL/2026/01721/ TCA	12 Rectory Lane Castle Bromwich Solihull B36 9DH	A - 5No Conifers and 1No Holly - Crown reduction of up to 2m. B - 3No Conifers - Crown reduction of up to 2.5m
Advice given to clerk to comment under delegated authority: No objection, subject to tree officer.		

C26-121 **Council Office:**

a. The Clerk reported on an upcoming meeting with a borough councillor to discuss local issues including access across the newly-remarked hatched area at the Village Green.

b. **Local history documents:** It was noted that a local amateur historian is looking to sell historic documents. It was agreed there is no budget for these documents.

c. **Mayoral Planning Powers Consultation:** It was noted that there are plans to give mayors of strategic authorities (WMCA in this area) more devolved powers around planning. The extensive scope of the consultation was considered but it was agreed that the Council didn't have comment or evidence to offer on the 32 questions.
d. **Correspondence with Residents:** Nothing specific to report.

C26-122 **Policies:**

a. **Children and Vulnerable People Safeguarding Policy:** Cllr. S Beechey volunteered to be the Safeguarding Councillor. Amendments were considered.
RESOLVED: That the revised policy be adopted Dylan Faultless-Hodgson as Designated Safeguarding Lead. (attached at pp8-12)
b. **CCTV Policy:** The revised policy, based on a WALC template, was considered.
RESOLVED: That the policy be adopted. (attached at pp13-17)

C26-123 **Confidential Matters:**

RESOLVED: That the meeting be closed to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters, publicity of which would be prejudicial to the public interest.

a. **Advice on confidentiality:** Advice from HR consultants was shared but the Clerk was directed to request further legal advice directly from NALC.
b. **Incident on 20th June 2026:** The response from Castle Bromwich Cricket and Sports Club was noted and progress will be monitored.

2.

C26-124 **Councillors' reports:** Cllr. P Allen reported that:

- Heritage Day was well-attended.
- MacMillan coffee morning raised £200
- The Chair's Quiz raised over £500 for the charity fund.
- Planting on the Arden Hall forecourt and War Memorial Garden is in progress.

C26-125 **Action Log:** Updates were given:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
* Toilet Facilities	Clerk/WP
1. Dartboard trial (Dec)	Clerk
2. Advice on staffing matter (NALC)	Clerk

C26-126 **Meeting Schedule:**

a. The schedule of meetings for 2027-28 was approved (attached at p18)
b. Upcoming meetings 7pm Spencer Hall unless specified

Full Council	28th Oct, 25th Nov, 16th Dec
Leisure Services Committee	14th Oct, 9th Dec
Finance and General Purposes Committee	11th Nov, 13th Jan
Staffing Committee: (Council Office 3pm)	22nd Oct

This meeting ended at 9:00pm.

.....
Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

.....
Dated

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2026-27 Q1
APR, MAY, JUN

Quarterly Internal Control Check List

Councillors 1 J. Riordan 2 J MacDonald 3 _____

Date 4/9/26

Documents	YES	NO	N/A	Actions/Issues/Comments
Arden Hall Finance Controls				
Hall Record of Income sheets checked against booking system.	✓			Checked
Aged Debtors report up to date with relevant details e.g dates of future events or emails of correspondence.	✓			presented to FGP
Petty Cash transactions – receipts & report in line with Council Policy		✓		Clerk authorised key cutting expense £60
Refundable Deposits – clear audit trail and up-to-date	✓			in order
Bar Finance Controls				
Bar Record of Income sheets checked against till receipts/bar trading analyse	✓			checked.
Stock take	✓			LSC october
Council Office Finance Controls				
Precept received and receipted	✓			7 April rec'd
Appropriate Accounting records TEST EXAMPLE 1				R 7502 checked.

Appropriate Accounting records TEST EXAMPLE 2	✓			V5171 checked.
Cashbook up-to-date	✓			reconciled 31/7/26
VAT reclaimed	✓			reconciled 17/7/26 recid.
Working within budget	✓			15/7/26 FGP.
Review of Council Policies, are they up to date	✓			core policies up to date & online
Website – Agendas, Minutes & Expenditure over £500 up to date	✓			up to date.
Staff wages, HMRC, Pensions transactions,	✓			checked.
Bank Reconciliations with Bank Statements – Signed/Approved for Quarter	✓			Signed J.M.
Asset register- Updated/Amended	✓			up to date.
Risk Register available to be checked	✓			available
Reserves in line with Policy	✓			in line with policy
Insurance documents up to date and on display in relevant places	✓			up to date
Grants awarded – Minute number and bank transfer evidence			✓	
Staffing				
Staff employment contracts (new staff) Seen and signed			✓	no new staff
Staff payment supporting documents e.g timesheets	✓			viewed
Staff performance management process Appraisals taken place and recorded	✓			in progress
Staffing Policies inc Health and Safety up to date and relevant	✓			re writing handbook.

Staff training- records seen	✓			
Auditing				
Copy of previous Quarterly internal Audit	✓			
Previous actions/issues/comments actioned – Evidence supplied			✓	
Last years internal and external audit actions being actioned- evidence supplied			✓	

Signed: J. B. Riordan T. MacDonald

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

Payment Run 2026-09-30

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
5574		£120.00	£0.00	£120.00	£120.00	28/08/26	AH030	A & R Venue Ltd - 26/09/26 1no Agency staff for 6 hours for Bar Services on Saturday 26th September 2026 - 6:30pm - 12:30am Freddie Mercury Tribute & reset	
5577		£50.00	£0.00	£50.00	£50.00	01/09/26	31-Sep	Mr N D Thomas (Window Cleaner) - September Window Cleaning	
5572		£400.00	£0.00	£400.00	£400.00	19/09/26	AH029	A & R Venue Ltd - 19/09/26 Agency staff for Bar Services on Saturday 19th September 2026 60th birthday/50th anniversary	
5576		£173.10	£28.85	£144.25	£173.10	21/09/26	16112	PB Sports - Staff Uniform	
5570		£13.00	£0.00	£13.00	£13.00	25/09/26	COLAS260925	Colas Fish Saloon - EXP DFH: Additional Fish & Chips for Chairman's Quiz 25.09.26 £6.50 x 2	
Total		£756.10	£28.85	£727.25	£756.10				

Signature GMBurgess Signature P.S.A 30.9.26.

Date 30/09/26

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Children and Vulnerable People Safeguarding Policy

Status	Adopted
Date adopted	26/02/2020 20/02/-11
Date v2 adopted	26/07/2023 C23-121
Date v3 adopted	30/09/2026 C126-122a
Date of review	Sept 2027

1. Definitions

Where the following terms are used in this policy, they shall have the meaning indicated below:

child(ren)	anyone under the age of 18 years;
vulnerable person	A person aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect, and, as a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.
Council	Castle Bromwich Parish Council
Council Representatives	employees, councillors and volunteers representing Castle Bromwich Parish Council.

2. Introduction

The Council believes that children and vulnerable people have the right to have fun and be safe in the services and activities provided for them.

3. Child and Vulnerable People Protection Statement

Whilst we don't work directly with children (with the exception of the youth council) or vulnerable people, we may encounter them. The Council is committed to ensuring that children and vulnerable people are protected and kept safe from harm whilst engaged in services and activities organised and provided by the Council and accepts the moral and legal responsibilities associated with this. The policy affects all Council Representatives.

4. The Council aims to do this by:

(i) making Council Representatives aware of their statutory "duty of care" relating to children and vulnerable people and encouraging good practice, including the requirement for all staff to undergo safeguarding training along with DBS

checks where relevant to job role.

(ii) creating safe and healthy environments for its services and activities;
(iii) responding appropriately to any allegations;
(iv) requiring Council Representatives to abide by this policy;
(v) appointing a Designated Safeguarding Lead;
(vi) requiring each hirer to produce their own safeguarding policy for verification. If they do not have one, they are required to follow our policy.

5. Designated Safeguarding Lead (DSL)

The Council's Designated Safeguarding Lead is Dylan Faultless-Hodgson (Community and Leisure Officer), supported by Cllr. S Beechey (Safeguarding Councillor). This will be supported by the deputy DSL, Gemma Burgess (Council Clerk), who will act as the contact point in the DSL's absence.

The role of the Designated Safeguarding Lead is to:

(i) ensure that procedures are in place to enable the Council's aims to be met;
(ii) initiate appropriate action should any allegation of improper conduct be made.

6. Use of Contractors

Contractors, engaged by the Council in areas where workers are likely to encounter children, young people and vulnerable people, should have a similarly robust Child and Vulnerable People Protection Policy, or failing this, must comply with the terms of this policy. Contractors will be monitored by the Council's staff and officers.

7. Youth Council

The Youth Parish Council (YPC) consists of Castle Bromwich/ neighbouring residents aged under 21 (Young adult members aged 18-21). All members aged 18 and over are required to undergo a DBS check. All children must have parental consent to join the YPC. You should not be alone with a young person under any circumstance, unless they are your child. Transporting a young person in a personal vehicle is not permitted. Should an emergency occur where this is unavoidable, you must have at least 1 other DBS-checked adult with you or have strict parental supervision/authorisation in writing (digital allowed, e.g. SMS or email). All councillors and officers who work with the YPC are required to undergo a DBS check. Any disclosure of abuse or mistreatment, whether inside or outside the YPC, should be immediately reported to the DSL following the procedures noted below. No personal information about any YPC member will be disclosed outside of approved communication channels. Photo permissions are to be made clear upon application to the YPC.

8. Procedures

It is important that Council Representatives are aware that the first person who has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

Although it is not the place of any Council Representative to investigate allegations, Council Representatives do have a duty of care to children and vulnerable people, which means they must report any suspicions they may have. In general, there are 3 situations that may require Council Representatives to respond to a concern or case of alleged or suspected abuse:

- responding to a child or vulnerable person disclosing abuse.
- responding to allegations or concerns about a Council Representative based on personal observation or due to a complaint.

• responding to allegations or concerns about any other person.

Guidelines to be followed if a child or vulnerable person discloses abuse/ safeguarding concerns or someone discloses abuse/ safeguarding concerns about someone else:

8.1 Record immediately, in writing, all details you are aware of, including exactly what was said, using the individual's own words wherever possible. In your record you should include the following:

a) the date and time
b) the child or vulnerable person's name, address and date of birth
c) the nature of the allegation
d) your observations – a description of the child or vulnerable person's behaviour, physical and emotional state and any visible injuries.
e) exactly what the child or vulnerable person said and what you said. Record the individual's account of what has happened as closely as possible.
f) sign and date what you have recorded.

8.2 Do not ask pressuring, leading or investigative questions. Allow the person to speak free of interruption.

8.3 Reassure the child or vulnerable person that they have done the right thing in telling you.

8.4 Contact the DSL as soon as possible for further steps.

In case of an emergency, where the individual is in danger, phone 999 immediately. Every effort should be made to ensure that confidentiality is maintained, as any breach of confidentiality could be damaging to the individual, their family, those who are the subject of allegations and any investigations that may follow.
Recorded information should be handed over to the Local Authority (relevant departments) or the Police, and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). Council Representatives should not inform the individual's parents/guardians or carers. This will be done by the Local Authority/Police. Council Representatives should make no comment to the public or media. Best efforts to gain consent from vulnerable adults to disclose information should be made. This can be overridden if you are concerned about immediate danger, danger to others, it's in the public interest, or the reporter lacks mental capacity. Contact the DSL if you have any concerns about raising a report.

9. Photography

Council Representatives should be vigilant at all times regarding people using cameras or videos at events or activities which involve children and/or vulnerable people on Council property or when engaged in Council activities. Consent must be sought from a parent/guardian/carer/or vulnerable adult themselves prior to recording a recognisable image. Unsupervised access to children or vulnerable people or one-to-one photographic sessions is not permitted.

Names of children or vulnerable people should not be used in photographs or video footage, unless with the express permission of the parent/guardian or carer. Ensure correct signage is displayed in any event where photos may be taken (located in the filing cabinet in the Arden Hall office).

10. Transportation

You should not take a young person in your personal vehicle unless they are your child. Should an emergency situation occur where this is unavoidable, you must have at least 1 other DBS-Checked adult with you or have strict parental supervision/ written authorisation (digital allowed e.g. SMS or email). This should be avoided at all costs; where applicable, you will be liable if you have not followed the procedures set out in this policy. If you are transporting a vulnerable adult, then there must be a system in place where you can ensure their safety. That can be done through the consent of the adult where capable, ensuring 2 DBS-Checked people are present (including yourself) or ensuring 3 people are always in the vehicle.

11. Hirers

Hirers are required to provide their safeguarding policy upon booking or annually if they are a regular hirer. This will be scrutinised by the DSL before a booking is confirmed. Written approval of the policy is needed to be classed as confirmation. This is a case-by-case basis and can be requested by the DSL at any stage of the booking process. If a hirer does not have a separate policy, then they should adhere to this policy.

Any bookings taken should be scrutinised to ensure we are preventing radicalisation and extremism. If you believe the prospective hirer may fit into any of the below categories, then you need to consult the DSL to come up with an overall decision to ensure the safety of hirers, guests and staff. If a hire is ongoing and you notice elements of extremism, then you must get in contact with the DSL as soon as possible to make the decision on whether the hire should be cancelled. If it becomes dangerous or must be shut down immediately, then you must phone the police, await their arrival and then inform the hirer that their hire is being cut short and they are to leave the premises immediately. Upon informing the DSL, they will pass on details to the Police and the Counter Terrorism Police.

To meet the Government's definition of extremism, an individual does not have to meet every part of the definition, some of the key areas of concern are:

- *Opposition to democratic government*
- *Intolerance towards other groups, including the protected characteristics*
- *Inciting hatred, violence, or call for the breaking of the law.*
- *Encouraging, glorifying or promoting any acts of terrorism, including individuals, groups or organisations that support such acts*
- *Insulting other faiths, beliefs or groups.*

Hirers should be aware of the reporting procedures should they or their guests have any concerns. In each toilet communal area there will be at least one poster stating how people can report safeguarding concerns or get help themselves, including domestic violence reporting hotlines. These can be sourced from the DSL. It is important to remember that safeguarding is for everyone, not just children.

Bar staff should be aware of how we can help vulnerable adults who may possibly be at risk. Should concerns be reported to or noticed by bar staff then they must report it to the DSL as soon as possible. Potential signs to look out for include significant intoxication, unwanted attention, harassment, coercion, distress, isolation

from friends/carers, or suspected drink spiking. If the person is in immediate life-threatening danger, then call 999.

12. Sources of Information.

Castle Bromwich Parish Council
Dylan Faultless-Hodgson
Designated Safeguarding Lead
Arden Hall, Water Orton Road
Castle Bromwich
B36 9PB
0121 747 7150
leisure@castlebromwichpc.gov.uk

ChildLine
Free helpline for children and young people in the UK. Children and young people can call to talk about any problem
www.childline.org.uk
0800 1111

NSPCC
Information for children and adults
www.nspcc.org.uk
0808 800 5000

Hourglass- Elder abuse
www.wearehourglass.org/
0808 808 8141

Solihull Safeguarding Adults Board
www.safeguardingsolihull.org.uk/ssab/
email: ssab@solihull.gov.uk
0121 788 4376

Solihull Local Safeguarding Children Partnership
www.safeguardingsolihull.org.uk/lscp/
email: lscp@solihull.gov.uk
0121 788 4325

Samaritans
www.samaritans.org
116 123

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Closed-Circuit Television (CCTV) Policy

Model Policy for Parish & Town Councils

1. Purpose of the Policy

The Council operates Closed-Circuit Television (CCTV) systems, both external and internal, to support the safety and security of council property, employees, visitors, and the wider community. This policy sets out how CCTV is managed in accordance with the UK GDPR, the Data Protection Act 2018, the Protection of Freedoms Act 2012, the Surveillance Camera Code of Practice, and the ICO CCTV Code of Practice.

2. Legal and Regulatory Framework

The Council is the **Data Controller** for all CCTV systems it operates, Officers with day-to-day management and monitoring are **'Processors'**. Management of CCTV must comply with:

- UK GDPR
- Data Protection Act 2018
- Protection of Freedoms Act 2012 (PoFA)
- Surveillance Camera Code of Practice (Home Office)
- ICO CCTV Code of Practice

3. Scope of the CCTV System

3.1 External CCTV

External cameras may be installed on council buildings, car parks, open spaces, fencing, playing fields or other council-owned assets.

3.2 Internal CCTV

Internal cameras may be installed in council offices, Arden Hall, the Pavilion or other indoor facilities. Cameras will not be placed in areas where individuals have a heightened expectation of privacy.

4. Lawful Basis for Processing

The Council processes CCTV images under:

- Public Task
- Legitimate Interests
- Legal Obligation

5. Signage and Transparency

Clear signage will be displayed at all CCTV entry points, stating that CCTV is in operation, the purpose of the system, and the Council's contact details.

6. Operation and Management

The Clerk/RFO (or designated officer) is responsible for day-to-day management, compliance, secure storage, and system checks. The CCTV and intercom systems should only be accessed from Council owned devices while on-site. Any extraordinary circumstances where the system needs to be accessed remotely will be logged.

7. Data Retention and Storage

Recordings will be retained for a maximum of 28 days, unless required for an investigation. Extended retention must be justified and logged. Archived CCTV images will not be kept for longer than is necessary for the purpose of Police or Council evidence.

8. Requests for Disclosure

8.1 Subject Access Requests

Individuals may request access to footage in which they appear. Responses will be made within one month unless an extension is necessary.

8.2 Third-Party Requests

Disclosure to police, stakeholders or insurers must be lawful, necessary, proportionate, and logged. Stakeholders may be invited to view images if a lawful basis exists but will not be able to download them.

9. Data Protection Impact Assessment (DPIA)

A DPIA must be completed before installing new CCTV or significantly altering existing systems.

10. Security and Technical Standards

The Council will ensure secure access controls, encryption where possible, appropriate camera positioning, and regular maintenance.

11. Monitoring and Review

This policy will be reviewed annually or sooner if legislation changes or new systems are installed.

12. Complaints

Complaints should be directed to the Clerk. If unresolved, individuals may escalate to the ICO.

13. CCTV Camera Location Register

The Council maintains a register of all CCTV cameras. This register must be reviewed annually and updated whenever cameras are added, removed, or repositioned.

13.1 External Cameras

- **Camera 1 – Arden Hall 'Gas Cupboard'**

  Covers: Gas cupboard, rear staff access door, driveway leading to rear car park, partial view of Arden Hall car park, boundary fence with 53 Water Orton Road.

- **Camera 2 – Arden Hall 'Front Path WR Door'**

  Covers: exit from Windsor Room, partial of path leading to front door from Water Orton Road and driveway.

- **Camera 3 – Arden Hall 'Rubbish Bins CO'**

  Covers: rear exit from Council Office and emergency exit between Spencer and Windsor kitchens, staff / bin store area to side of building.

- **Camera 4 – Arden Hall 'AH Frontage'**

  Covers: service road of Water Orton Road in front of Arden Hall, paths to Arden Hall front entrances from service road and driveway, grassed forecourt of Arden Hall. Limited view of accessible parking next to Windsor Room.

- **Camera 5 – Arden Hall 'CO Front Door'**

  Covers: front door to council office, partial view of emergency exit stairs from the dance studio, wildflower garden, partial of access to bin stores and partial of main car park.

- **Camera 6 – Arden Hall 'Back Door'**

  Covers: rear exit of Arden Hall and partial view of main car park including loading bay and accessible parking.

- **Camera 7 – Arden Hall 'Tree'**

  Covers: accessible parking on Arden Hall frontage, tree in grassed forecourt area and path under Windsor Room window.

- **Camera 8 – Arden Hall 'AH Back Car Park'**

  Covers: most of rear car park behind Arden Hall.

- **Camera 9 – Arden Hall 'Driveway'**

  Covers: driveway from Water Orton Service Road to end corner of Arden Hall including boundary fence with 53 Water Orton Road.

- **Camera 10 – Pavilion 'Gym Equipment'**

Covers: park long view up to playgrounds & basketball hoop, gym equipment, emergency exit from Pavilion function room.

- **Camera 11 – Pavilion 'Front Door'**

  Covers: partial view of car park, entrance gate to park, open spaces bin store, RRL Catering horsebox, Pavilion car park door entry, background view of cricket outfield and Pitch 6.

- **Camera 12 – Pavilion 'Full Car Park'**

  Covers: wide-angled view of rear car park

- **Camera 13 – Pavilion 'Tennis Courts'**

  Covers: partial view of rear car park, entrance gate to park, tennis courts.

- **Camera 14 – Pavilion 'Back of Warden Office'**

  Covers: entrance to Pavilion by Facilities staff locker room, back of garages, side view of cricket nets.

- **Camera 15 – Pavilion 'Cricket Pitch'**

  Covers: hardstanding in front of garages, partial view of cricket nets, cricket pitch and partial view of pitch 5.

- **Camera 16 – Pavilion 'Park Path'**

  Covers: inside entrance gate to the park, path down to theatre workshop, wide-angled view of Pitch 6 and cricket outfield, bin and sign.

- **Camera 17 – Pavilion 'Patio'**

  Covers: external UPVC changing room doors, patio door entrance to Pavilion Function room, long view of path down to theatre workshop, picnic tables (owned by CBC&SC).

- **Camera 18 – Pavilion IP 'Play area'**

  Covers: path from Pavilion building to playgrounds, area of park between ditch and basketball net. Limited view of Junior Playground.

13.2 Internal Cameras

- **Camera 19 – Arden Hall 'Windsor Bar'**

  Covers: bar serving area in the Windsor Room, including customers coming to the bar.

- **Camera 20 – Arden Hall 'Front Door'**

  Covers: covers vestibule area at front door, noticeboard and view through the window to the path directly in front of the entrance to both main door and Windsor Room.

- **Camera 21 – Pavilion 'IP Front Door'**

  Covers: hallway leading from Pavilion function room to car park.

13.3 Intercom System

- **Camera – Rear Entry door to Arden Hall by intercom panel**

  Viewing devices: CBPC operated iPad in dance studios, panel on Arden Hall front desk.

  Access to UniFi system restricted to Clerk & Community & Leisure Officer.

13.3 Camera Register Management

- The Clerk/RFO will maintain the register.
- Any changes must be approved by Full Council or delegated committee.
- Camera locations must be included in the Council's DPIA.
- The register must be available for inspection by the ICO upon request.

14. Policy Adoption

This CCTV Policy was adopted by **Castle Bromwich Parish Council** at its meeting held on 30th September 2026 C126-122b and will be reviewed annually.

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2027/28

MEETINGS OF THE PARISH COUNCIL & COMMITTEES

All meetings of the Parish Council and its Committees are open for members of the public and the press and there is usually an opportunity for public participation. At some meetings, the council or committee may be required to discuss confidential items, in which case the Chairman will ask the members of the press and public to leave the room for that part of the meeting.

Proposed Meetings 2027-28	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Parish Council	28th	19th[2]	30th	28th		29th	27th	24th	15th [12]	26th	23rd	29th
Finance & General Purposes Committee		26th[3]		14th**		15th		10th		12th		15th
Leisure Services Committee	14th		9th			8th[7]	13th		8th		9th	
Staffing Committee 3pm Council Office	22nd			8th[6]			21st			20th		
Special Events		6th[1]	6th [4] 26th[5]			12th[8] 18th[9]		14th[10]	1st [11]	12th [13]		1st [14]

[1] Parish Council election date 6th May 2027
[2] Annual Parish Council Meeting – must be within 14 days of election
[3] FGP moved later due to elections
[4] Civic Service
[5] Party in the Park
[6] Staffing meeting moved earlier
[7] Possible additional LSC meeting if needed
[8] Heritage Open Day
[9] MacMillan Coffee Morning
[10] Remembrance Parade
[11] Carol Concert
[12] Earlier meeting due to Christmas
[13] Budget meeting if needed at 6:45pm before FGP.
[14] Annual Parish Assembly
** subject to change