



# AGENDA

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Thursday, April 21st, 2016

To: All Members of the Parish Council

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council, to be held in the **SPENCER LOUNGE** at Arden Hall, Water Orton Road, Castle Bromwich, on **WEDNESDAY, 27TH APRIL 2016 at 7.30 pm** for the transaction of the following business:

**1. Apologies for absence.**

None.

**2. Declarations of Pecuniary or conflict of interests.**

Members are asked to declare interests in items on the agenda, in accordance with Section 94 of the Local Government Act 1972, Section 106 of the Local Government Finance Act 1992 and Section 27 of the Localism Act 2011.

**3. Dispensations.**

Consideration of any requests for a dispensation in accordance with the provisions of S.33 of the Localism Act 2011 with regard to any item on the Agenda – requests for a dispensation to be submitted to the Clerk in advance (form previously supplied).

**4. Election of councillors.**

Members to elect a replacement member to serve on the Interim Grievance Panel, subject to being able to serve independently and impartially when considering the outstanding issues. Advice received from NALC. (See enclosed).

**5. Questions from the Public.**

In accordance with normal practice, Standing Orders are temporarily suspended to allow an opportunity for members of the public to ask questions. The Council will endeavour to provide feedback on matters raised previously by members of the public during this item. At the end of this item, the suspension of Standing Orders is concluded.

**6. Questions from Councillors.**

No written requests have been submitted.

**7. Communications.**

None available – no access to computer

**12. Minutes of the previous Meeting.**

To receive and confirm the Minutes of the Meeting held on Wednesday, 30<sup>th</sup> March 2016 (white papers enclosed).

**13. Delegated Decisions taken.**

Update

**14. Website Development**

Update (either verbal or to be tabled).

**15. Penalty Payments for non-compliance.**

a) West Midlands Pension Fund – completion of annual return.

Update – Assistant Clerk.

b) The Office for National Statistics – Completion of monthly on-line return for wages and salaries – Update Assistant Clerk.

**16. Appointment of Signatories for Unity Trust Bank.**

Update – Cllr Mrs Haywood to report.

**17. Renewal of Insurance Policy.**

Update – Assistant Clerk.

## Castle Bromwich Parish Council

### 18. Review of Risk Schedule.

a) Members to conduct the annual review and consider the council's Risk Schedule (copy attached).

### 19. Report of Interim Grievance Panel.

Prior to members considering report of the newly appointed Grievance Panel and agree appropriate action and potential terms of reference for the Panel, members requested the Assistant Clerk chase up advice sought from NALC (advice provided for Item 4 refers).

### 20. Appointment of Independent Professional Adviser.

Advice received from NALC (see enclosed).

### 21. Report of the Staff Panel - Staff Panel Meeting – 21<sup>st</sup> April 2016.

The meeting was inquorate, therefore report of Working Party Meeting and recommendations regarding staffing issues. (to follow or to be tabled).

### 22. Review of Earmarked Reserves.

Members to review and consider the council's use of earmarked reserves, in line with previous practice, and agree levels to be set aside at 31<sup>st</sup> March 2016 for future use. Cllr Riordan to report.

### 23. Finance and Payments.

a) Members to note the latest income and expenditure report, including variances to budget (to be tabled) and to scrutinise and sign latest bank statements and reconciliations (at meeting).

b) Members to consider list of future payments and past salaries for approval (to be tabled).

### 24. Report of the Leisure Services Committee.

Members are asked to note the Minutes of the meeting held on Wednesday, 6<sup>th</sup> April 2016 (to follow/or to be tabled).

### 25. Report of the Finance and General Purposes Committee.

a) Members are asked to note the decisions made in the report of the Meeting of the Finance and General Purposes Committee held on Wednesday, 13<sup>th</sup> April, 2016 (pink papers enclosed).

b) Members are asked to note that the Meeting of the Finance and General Purposes Committee was not held on Wednesday, 30<sup>th</sup> March, 2016 as it was inquorate.

### 26. Staff Panel Membership, Terms of Reference and quorum.

Members considered advice from the Solicitor at NALC dated 25<sup>th</sup> January at the February Council Meeting. Bearing in mind, advice now received from NALC do members wish to reconsider the previous advice of it's Professional Advisory Body. (previously circulated).

### 27. Appointment of Payroll Agent

Members to consider (quotation to follow or to be tabled at meeting).

### 28. Appointment of Locum Clerk

Members to consider in accordance with Clerk's recommendation in March.

### 29. Npower – Contract

Assistant Clerk to update.

### 30. Representatives to Outside Bodies.

Representatives to outside bodies to present reports.

### 31. Report of the Officer of the Council.

The Assistant Clerk to report on any urgent matters.

### 32. Report of the Chairman.

The Chairman to present her report.

Yours faithfully,

Diane Weir (Mrs.)  
Assistant Clerk

### NOTE TO THE PUBLIC:

**Members of the Public are most welcome to attend Meetings of the Parish Council. The Council set aside a period during the Meeting when the public are invited to ask questions. However, public participation must be confined to this section of the meeting only.**