

**MINUTES OF THE MEETING OF
 CASTLE BROMWICH PARISH COUNCIL
 HELD IN ARDEN HALL, CASTLE BROMWICH
 ON WEDNESDAY 28TH SEPTEMBER 2016
 AT 7.30 PM**

Those present:

- Chairman:** Cllr Mrs Allen
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| Cllr Mrs A Haywood | Cllr M Rashid |
| Cllr K Shaw | Cllr Miss J Ward |
| Cllr Mrs R Shaikh | Cllr J MacDonald |
| Cllr E Knibb | Cllr J Riordan |
| Cllr W Horkan | Cllr R Cupples |
| Cllr A Terry | |
- Officer:** Mrs. D. Weir, Acting Clerk to the Council
- Public:** 2

1. Apologies.

There were no apologies received.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Casual Vacancy.

Members noted there were two potential applicants, but only one had returned his application and was present at the meeting. Richard Cupples was invited to speak to members on his application to be co-opted onto the Parish Council. He outlined his career to date and his interests in the local community, in particular being a member of the local Cricket Club. **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED:** that Richard Cupples be co-opted onto the Parish Council as a member for the Whateley Ward for the remaining term of office and be co-opted onto the Leisure Services Committee for the remainder of the Civic Year.

Cllr Cupples took office after completing Declaration of Office.

5. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Knibb, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that the Minutes of the Meetings held on 10th August 2016, having been circulated, be signed as a true and correct record of the Meeting. There were 5 abstentions including those members who had not been present at the meeting.

6. Questions from Councillors.

Cllr Riordan queried alternative quotations sought for the Employment Consultant. The Acting Clerk confirmed that alternative quotations had been invited and made available for members at the meeting at which the Employment Consultant had been appointed. Cllr Knibb advised that the Company had also been considered previously when quotations would no doubt have been obtained. Cllr Riordan requested that quotations be available for the next meeting. The Acting Clerk asked if he was requesting the matter be an agenda item and was he seeking to challenge the legality of the Council's decision to appoint the Employment Consultant. Cllr Riordan indicated he did not wish

it to be an agenda item and was not challenging the decision. The Acting Clerk reiterated that quotations had been made available for members at the meeting in question.

7. Questions from the Public.

In accordance with normal practice, the Chairman suspended Standing Orders to allow an opportunity for members of the public to ask questions. A local resident advised members that a large branch had fallen of the horse chestnut tree on the Village Green by the Coach & Horses and also that grass cuttings had been left on the Village Green. The Chairman thanked the resident for bringing these matters to the attention of the Parish Council. No further matters were raised and the Chairman re-opened the meeting.

8. Communications.

Recent correspondence and routine bulletins received, included: SMBC Press Release – Another new school planned for North Solihull / Press Release – Queen's Birthday Honours Recipients / Notice of Implementation Order – Birmingham Airport / NALC Newsletter September 2016 / WALC Notification on Neighbourhood Plans / Solihull Partnership / Consultation on Healthwatch Service.

9. Request for Councillors' Questions to be an agenda item for the Council's Committees as well as Full Council.

Cllr Shaw outlined his request to members and on **ON THE PROPOSITION** of Cllr Shaw, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that Councillors' Questions be an agenda item for the Council's Committees. There was 1 abstention.

10. Parish Councillors – Extent of Liability.

Members noted the advice provided by WALC identifying the extent of liability of councillors, that unless the Councillor has acted irresponsibly and not in good faith, a councillor is not normally liable. He or she is working on behalf of the Council and therefore the Council's insurance should cover those working for it.

11. Staff Panel Recommendations.

The Chairman asked for this item to be deferred to the end of the meeting to be considered under confidential terms.

12. Accounts – External Auditor's Report Castle Bromwich Parish Council

Members noted the unqualified external audit report and the additional matters which were drawn to the attention of the Council. The Chairman and Cllr Riordan requested a copy. The Acting Clerk advised that Notice of Conclusion of Audit and the Accounts and Report would be published on the website in accordance with the statutory requirements.

13. Finance and Payments.

The Acting Clerk asked members to note that the payments approved at the Finance & General Purposes Committee had still to be paid, but she was reliant on assistance by other members of staff. The Acting Clerk asked members to consider appointment of a bookkeeper as recommended in the Internal Audit Report.

14. Flooding to Arden Hall - Update.

Members noted that the Loss Adjuster was waiting to receive confirmation that the roof had been repaired/replaced prior to approving the cost of repairs to the hall and of the two contractors who had submitted quotations, only one had provided a breakdown. Members requested the contractors who had submitted quotations to be asked to provide a breakdown and method statement.

15. Arden Hall – Refurbishment.

Members noted that the Loss Adjuster had requested a quotation for refurbishment of

the hall as this was accepted as being part of the claim. A quotation had been requested.

16.Replacement Garage.

The Acting Clerk advised that a quotation was awaited for work required to the path adjoining the concrete base, and the garages could not be installed until this work had been undertaken because the tarmac area adjoining the concrete base had to be lower than the concrete base to ensure that the garages would not flood.

17.Remembrance Day Parade/Carol Concert - Events Working Party Report.

A copy of the Events Working Party Report on the Carol Concert had been circulated to members. Cllr Mrs Haywood outlined the arrangements for the Carol Concert which were identified as the same as the previous year. The price of tickets had been increased to £2.50. The Acting Clerk outlined work she had undertaken for the Remembrance Day Parade with the application for the road closure and the application for St John's Ambulance to be present. Members noted she would arrange to meet with Ian Hiley who had offered to assist with the arrangements.

18.To elect Chairman - Staff Panel

Cllr Shaw queried why the Council need a Staff Panel as an Employment Consultant had been appointed. The Acting Clerk confirmed the requirements for the Council to have a Staff Panel and an Appeal Panel. Cllr Riordan advised that the decision made by the Employment Consultant should be heard by full Council. The Acting Clerk advised that the recommendation of the Employment Consultant would be ratified by the Staff Panel not full Council and that employees had a right of appeal to the Appeal Panel.

IT WAS RESOLVED: that Cllr Mrs Allen be elected as Chairman of the Staff Panel for the remainder of the Civic Year.

19.Appointment of Bookkeeper – terms of reference.

Members considered the Internal Auditor's recommendations with regard to appointment of a bookkeeper who could provide better value for money. This item had been considered previously when quotations had been requested. Quotations had been sought from six companies, two quotations had been provided, but one of these had been withdrawn, with the remaining quotation to be considered.

Cllrs Knibb and Rashid proposed the local firm of accountants be appointed to provide the bookkeeper service.

A discussion then ensued, following which **IT WAS RESOLVED:** that the remaining quotation be accepted from the local company subject to clarification of terms, including provision of training on RBS Software which was a specialist training package for local councils.

20.RBS Software Provision of training.

It was agreed that provision of training be deferred until an Administrative Assistant had been appointed.

21.Access at Small Green Quotation requested (to be tabled).

Members noted that the quotation was awaited, together with the other quotations to be provided by the contractor and that the Acting Clerk would chase these up.

22.Report of the Leisure Services Committee.

Members noted the decisions made in the Minutes of the Leisure Services Committee held on 16th July 2016.

23.Report of the Finance and General Purposes Committee.

Members noted the decisions made in the Minutes of the Finance and General Purposes Committee held on 13th July 2016.

24.Representatives to Outside Bodies.

Cllr MacDonald had attended the recent WALC seminar with Cllr Shaw and gave his

report on the excellent WALC training day, a copy of which had been circulated to members. The Chairman thanked Cllr MacDonald for his report.

14. Staff Panel Recommendations.

The Chairman closed the meeting and went into Confidential Session. Members considered the Chairman's Report, a copy of which had been circulated to members.

25. Acting Clerk's Report

Members did not address the Acting Clerk's Confidential Report.

26. Report of the Chairman.

The Chairman read her report, a copy of which had been circulated to members.

The Chairman closed the meeting at 10.00 pm.

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