



**N.B. All Minutes are deemed as draft until formally approved and signed.**

about the ambitious scale of a large community newsletter publication and recalled the original plans to have a single sheet A4 information bulletin. Due to the extensive time and cost involved in selling advertising and producing articles, the committee felt in the current climate it would struggle to be viable. Members agreed that the original aims should be reconsidered and Cllr Mrs. Wilkins recommended that basic information already available via the website could quickly be produced at minimal cost. It could be prudent to start small, move slowly and gauge response. Local residents and community outlets could be informed about what the Parish Council did, who were members, current initiatives, future events and invite residents views. Investigations for grants to fund a quarterly newsletter could be made. The Clerk undertook to ask Cllr Mrs. Smith for a report at the next meeting, inform her of members concerns and ask when the next meeting would be.

Clerk  
21/1

### **9. Arden Hall Building Improvement – Tender Allocation.**

Under confidential terms, members considered the 7 tenders that had been submitted in accordance with the procedures. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the contract be awarded, subject to successful planning permission from Solihull MBC, to the lowest bid at a cost of £20, 672 to provide white UPVC windows with half-brick frontage and aluminium entrance doors, and including the addition Option B, extra side window, at a cost of £276, making a total of £20,948. Councillors made this decision based on budgetary constraints and assessment of information received.

Clerk  
15/1

### **10. Policy on Public Participation at Council meetings.**

Members considered the advice and information received and, for the benefit of Cllr Harris, the Chairman explained that the previous practice of publicly recording the public participation sessions was discontinued when minutes were made available on the website due to concerns about liability for comments made. Cllr Mrs. Wilkins suggested that not everything said should be recorded and **PROPOSED** that questions from the public be recorded, together with the answer from the Council and other statements made not be minuted in full but the topic just noted. The Council should request the name and address from participants but ask them to state if they wished their name and address not be recorded in the minutes. The Chairman **SECONDED** the proposal to put the public questions back in the main minutes **IT WAS RESOLVED** to recommend this change to Council. The Clerk would then amend the blue notices to the public accordingly. No other changes to procedures or standing orders would be made at this time.

Clerk  
ASAP

### **11. Training.**

Members discussed the draft policy that was aimed to establish control on the training budgets and **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the policy be adopted. Members then considered the courses that members and staff had expressed an interest in attending, bearing in mind the limited budget remaining, and decisions were deferred pending proposed ratification of the policy. The exception was the End of Year/Audit procedures seminar which had an early deadline for receipt of applications so **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that it was not essential for councillors to attend as internal and external auditors were appointed but felt it was a higher priority for the Clerk to attend as the RFO. The Chairman said the Clerk could make the seminar paperwork available to members who wished to see it. The remaining budget should be prioritised for new councillors and staff requirements.

Clerk  
Feb 09

N.B. All Minutes are deemed as draft until formally approved and signed.

ACTION

## 12. Castle Bromwich In Times Past – part two.

**ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Council Office should order 5 copies of the book, in addition to paying for the inspection copy already received. Cllr Mrs. Wilkins was commended on the book review she had done, shared with members present, and the Clerk was asked to forward this to the Gazette, copied to Jerry Dutton, and for the article to invite people to purchase copies from the Council Office.

Clerk  
21/1

## 13. Payments.

Following a question from Cllr Terry about purchases from Solihull MBC, **ON THE PROPOSITION** of Cllr Terry, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the payments as set out in the enclosure, be approved. The latest budget printout had been tabled and was noted.

## 14. Clerk's Report.

Members noted the tabled information from the Clerk reporting that VAT issues had not been resolved due to needing a software upgrade for the finance package, which had delayed processing of information and returns. Due to agenda pressure this evening, it was hoped to investigate information regarding replacing the previous investment account at a future meeting. A substantial amount of her time had been invested in the Arden Hall building tender, covering staff absences, investigating safety issues, holding and planning staff interviews. The Borough Council had now confirmed the revised tax base but had requested a breakdown of precept information in a different format this year, which had been drafted by the bookkeeper. Members asked for additional clarification on this before giving approval. Additional information noted was the revised list showing new members and meetings dates (including 2 changes) and the table top sale arrangements. The consultation letters were handed to Cllr Mrs. Wilkins who would deliver them to Village Green residents on the electoral roll requesting their view on the replacement of stolen benches.

## 15. Village Green Access Request.

Under confidential terms, **IT WAS NOTED** that the Assistant Clerk was progressing this matter carefully to seek clarification for the Council.