
**MINUTES OF THE SPECIAL MEETING OF THE CASTLE
BROMWICH PARISH COUNCIL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 14TH APRIL 2008
AT 7.30 PM**

Those present:

Chairman: Cllr Mrs. B. Wilkins

Councillors:

Cllr Mrs. P Allen
Cllr R Amos
Cllr E Knibb
Cllr Mrs. A Haywood

Cllr M Rashid
Cllr A Terry

Cllr Miss J Ward

[Item 3 – end]

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Officer: Mrs C Tibbles

Public: None

1. Apologies.

The apologies from Cllr Mrs. T Knibb, Cllr J Riordan and Cllr Mrs. J Smith were accepted for the reasons given. The Chairman informed members that a resignation had been received from Cllr Denis Feasey for personal reasons and commended his tremendous achievements since his co-option and practical work with the playground improvements and Council Information Sheet.

2. Declarations of pecuniary or other interests.

None declared.

3. Terms of Reference for Staff Panel.

The Chairman noted the Terms of Reference for the Staff Panel, as tabled, which NALC Legal Department had confirmed were not sufficient for the current needs of the Council. Members were reminded of advice previously received and recently reiterated, and considered the suggested additional wording of:

Functions, delegated responsibilities/authority and powers

Responsible for all staff matters, making decisions on behalf of the Council when necessary, providing support as required and delegating day-to-day matters to Clerk and Hall Manager.

Full powers to implement Staff Discipline & Grievance Policy as necessary and review, **taking account of professional and legal advice as appropriate.**

ON THE PROPOSITION OF the Chairman, **SECONDED** by Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** that the Terms of Reference for the Staff Panel be updated and were duly signed by those Panel members present. Members acknowledged the requirement for impartiality, accuracy and adherence to regulations.

4. Notice of Intent.

Members noted, without discussion, the Chairman intention to make the following proposal: “Amendment of Standing Order 49 to reduce the required quorum for Committees from one half to one third of its full membership for a temporary period due to the effect of current vacancies”.

5. Ratification of Leisure Services Committee Staffing recommendations.

Due to the cancellation of the Finance and General Purposes Committee on 9th April, under confidential terms members considered the above recommendations. **ON THE PROPOSITION OF** Cllr Amos, **SECONDED** by Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the recommendations be endorsed.

