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**MINUTES OF THE MEETING OF THE  
ARDEN HALL MANAGEMENT AND PROMOTION  
COMMITTEE HELD IN ARDEN HALL, CASTLE  
BROMWICH ON  
WEDNESDAY, 16TH JANUARY 2008  
AT 7.30 PM**

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**Those present:**

**Chairman** Cllr Mrs. T Knibb

**Councillors** Cllr Mrs P Allen

Cllr E Knibb

Cllr Mrs J Smith

Cllr Mrs A Haywood

Cllr J Riordan

Cllr A Terry

Cllr Miss J Ward

Cllr Mrs B Wilkins

**Locum Clerk** Cllr Mrs T Knibb/Cllr Mrs A Haywood

The Chairman opened the meeting and notified those present that Item 4 on the Agenda was an error since the Council's standing orders did not allow for participation of the public. Members of the public wishing to ask questions, were invited to ask individual councillors informally after the meeting.

The Chairman reminded the Committee of the rules of debate, namely that Standing Orders required that all debate be through the Chair and asked them to remember that they were all working towards the same goal, a better community for the parishioners of Castle Bromwich.

**1. Apologies.**

The apologies from Cllr Rashid and Cllr Terry were accepted for the reasons given. The Clerk had also submitted her apologies due to a longstanding prior commitment.

**2. Declarations of pecuniary or other interests.**

None declared

**3. Election of Vice-Chairman and Secretary/Minute Taker.**

Cllr Mrs Haywood and Cllr Mrs T Knibb agreed to jointly minute the meeting.

**ON THE PROPOSITION** of Cllr Mrs A Haywood, **SECONDED** by Cllr E Knibb, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs J Smith be elected Vice-Chairman.

#### **4. Terms of Reference – AMP Committee.**

Members considered the draft terms of reference previously circulated and **IT WAS UNANIMOUSLY RESOLVED** that

- a) these terms of reference should be approved and forwarded to full Council for ratification. At the request of the Clerk, clarification was sought on a number of points. b) the AMP Committee should not be able to authorise the payment of invoices.
- c) the AMP Committee should be able to invite tenders, quotations. It was agreed to seek further advice from the Clerk as to which bank account any loan repayments should be made from.
- d) that monies allocated to the Arden Hall Regeneration Fund should be placed in a high interest account
- e) access to these funds would require the signature of two councillors plus the Clerks.
- f) The Committee could incur expenditure upto £500 without going back to full Council for approval

#### **5. Co-opted Members and Voting Rights.**

The Chairman said she would seek advice from the Clerk about whether additional Council members and members of the public could sit on the Committee and participate in the discussions but with voting restricted to the 10 named members who had previously agreed to serve on the Committee.

#### **6. Working Party Meetings.**

The Chairman informed the Committee that Dave Pinwell, Chief Executive Officer of Colebridge Trust had agreed to attend the Spencer Lounge at Arden Hall on Wednesday 23<sup>rd</sup> January at 6.00 pm where he will advise Councillors of the ways in which the Colebridge Trust and Sustain might be able to assist them in their plans for regenerating Arden Hall and the community.

**IT WAS UNANIMOUSLY RESOLVED** that the following Working Parties be formed:-

- a) **Events Working Party** – Cllr T Knibb, Cllr Mrs J Smith
- b) **Grants Working Party** – Cllr E Knibb, Cllr Mrs T Knibb
- c) **Partnership Working Party** - Cllr Mrs T Knibb –

It was agreed that discussions could take place with Park Hall School

- d) **Buildings Working Party** – Cllr E Knibb, Cllr Mrs T Knibb, Cllr J Riordan

Cllr Mrs Allen asked whether additional members or experts could join the Working Parties at a later date and it was agreed that they could. Cllr P Allen explained that she had visited Melbricks Garden Centre and the garden centre at Water Orton and had established that there were a number of roses and some conifers that these companies were prepared to donate to the Parish Council for use on The Green if required. Cllrs Allen and Ward indicated their willingness to help plant these plants if so desired, but indicated that they would need further assistance from additional volunteers, possibly the Youth Council. The Chairman said that she hoped that the Parish Council would be able to form business partnerships with companies such as Melbricks that would build upon the work already undertaken by Cllr Mrs P Allen.

#### **7. Events – Arden Hall and Community.**

A number of different proposals for events were discussed. The Chairman advised, that wherever possible initial events should be capable of being established for little or no cost utilising the good will and assistance of other community groups. **IT WAS UNANIMOUSLY RESOLVED** to progress the following suggestions:

a) **Mother's Day** – Sunday 2<sup>nd</sup> March 2008 – Mother of the Year Award together with entertainment possibly a Mother's Day Mystery and/or drama and music events by local schools.

b) **International Women's Day** – Sunday 8<sup>th</sup> March 2008 – a day of events promoting women or of particular interest to women. It was suggested that some possible events might be Fashion Shows, Craft Workshops, Make-up, Holistic Therapy, History of Women's lives in Castle Bromwich, Trivia Quiz about women and Showcase of female talent.

c) **Spring Festival** – A period of events running from St George's Day through to the May Bank Holiday – suggestions including crowning of a Rose Day Queen, St George's Day Court, Days given over to local groups to promote themselves and a revival of old traditions on The Green on May Day

d) **Arden Hall Young Musician of the Year** – It was agreed that this should not be restricted to Castle Bromwich, but should be open to all pupils attending school or living within an agreed radius of Castle Bromwich – 10 miles was suggested.

e) **Summer Music in the Park** – at the suggestion of the Youth Council, it was agreed that the possibility of holding music concerts on Arden Hall Playing Fields during the summer should be investigated. Cllr Mrs P Allen suggested that the Castle Bromwich Singers might be interested. Miss Ratcliffe had previously advised the Chairman that she would look into the licensing arrangements to see whether it would be possible to serve or take drinks onto the playing fields. It was also agreed that security would need to be considered and that this should be included in the Risk Assessment when deciding whether such an arrangement was feasible.

f) **Police Band** – Cllr Mrs J Smith advised that she was looking into the possibility of having the police band perform on a free of charge basis at Arden Hall. She indicated that it was under consideration in their January Agenda. Should this occur, it would be necessary for half of any money raised to be donated to charity.

g) **Easter** – Cllr Miss J Ward enquired whether it would be possible to arrange some events that would be of interest to children over Easter. It was agreed to progress in liaison with other local organisations so as not to replicate events taking place elsewhere in the locality.

h) **Summer Festival** – It was agreed to progress the idea of a summer festival organised over a weekend in conjunction with other local organisations.

i) **Career Event** – Cllr A Terry suggested that a Careers Event be held in June or July and all agreed to develop this idea.

j) **Expert Talk** – At the suggestion of Cllr A Terry it was agreed to investigate the possibility of an expert talk by the Bird Club with information on local public footpaths in conservation areas.

k) **Halloween & Bonfire Night** – It was agreed to progress the idea of a Halloween Function using the ideas already formulated by a Youth Council member. The Youth Council would be invited to assist. It was further agreed to look at the feasibility of allowing organised firework displays on the playing fields at Arden Hall in future years, if a professional company was willing to take on the responsibility of organizing and administering the event with the Council merely allowing the use of the playing fields.

1) **Skittles Night** – It was agreed that a beer and skittles night would be arranged.

#### **8. Budget Plan 2008/09.**

Information was tabled and considered by members. There was a discussion regarding how accurate any budget figures put forward could be due to the lack of any previous experience. It was agreed that as far as possible, the activities of the AMP Committee should be self financing and the initial events should, if at all possible, be instigated for little if any cost, with any profits being available to finance future events. There was also a general conversation about how to promote these events. The Chairman indicated that as far as possible, free promotional methods should be used such as the Council's blog, which would need to be promoted, advertisements in Arden Hall and possibly negotiating with schools to send information home with their pupils. Cllr Mrs P Allen suggested posters in shops such as Morrisons. Cllr A Terry said that he would be happy to deliver some leaflets door to door.

There was a brief discussion regarding Capital Expenditure since it was unlikely that any PWLB loan would be available for the beginning of April, but it was agreed to review this further at the Parish Council's Budget Working Party Meeting on 29<sup>th</sup> January 2008.

Costings for the proposed projects in hand were circulated to all members of the Committee for the proposed projects in hand and following discussion:

**IT WAS UNANIMOUSLY AGREED** that the costings be approved by the AMP Committee for recommendation to full Council for approval.

#### **9. Future Plans and Agenda items.**

The Chairman asked that the following Agenda Items be tabled for consideration at the Arden Hall Management and Promotions Committee Meeting on Wednesday, 20<sup>th</sup> February, 2008.

1) Sponsorship/Business Partnership Policy

2) Review of Existing Business

3) Development of The Green

Dear Terri

Copy of Minutes enclosed – circulated to members as requested. I did speak to Eric and mentioned that Public Forum should be an item on the Agenda. The Parish Council should be seen to be taking into account representations by parishioners. Please refer to NALC Circular L11/07 dated 10<sup>th</sup> August 2007 – copy attached. You might want to check with WALC. (Page 4 ‘Nalc’s new standing orders in respect of public participation at Council Meetings To formalize the new NALC position that public participation sessions form part of a council meeting in law).

With regard to election of Secretary and Minute Taker, I previously mentioned to Eric that while a member can act as an officer, the appointment needs to be made by the Council and must be to an unpaid position and my view that a member could not be an Officer and also a member of any Committee. (The Local Government Act S.112 (5) provides that an office of profit remains an office of profit even though no profits are actually received and therefore an unpaid office must be specifically created before a councillor can be appointed to it.)

With regard to having a dual role, such as making decisions and/or Chairman of the meeting, as well as unpaid Officer, it may be wise to seek advice from Michael Blamire Brown with regard to this.

Regards

Diane

