

# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
Castle Bromwich, Solihull, B36 9PB  
0121 747 6503

[counciloffice@castlebromwichpc.gov.uk](mailto:counciloffice@castlebromwichpc.gov.uk)

[www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)



## NOTICE OF MEETING

27<sup>TH</sup> NOVEMBER 2019, 7.30pm

In the PAVILION, Arden Hall, Water Orton Road, Castle Bromwich

### All Parish Council Meetings are open to the Public and Press

At agenda item 5 members of the public are welcome to ask questions and make comments relating to items on the agenda or for consideration at future meetings. Any such comments will be recorded as part of the meeting's minutes. Please note this is not an opportunity to engage the meeting in a discussion.

Recording the proceedings of the meeting by any means is permitted. However as a matter of protocol anyone wishing to do so is asked to indicate their intention to the clerk prior to the meeting.

Any person requiring support to access the meeting is asked to contact the Clerk before the meeting so that every effort may be made to provide access.

### Members of the council are summoned to attend.

*Yvonne Smith*

Mrs Yvonne Smith  
Interim Acting Clerk  
22.11.2019

## Agenda

- 1 Chairman's welcome
- 2 To note apologies for absence
- 3 To receive members' declarations of disclosable interests
- 4 To receive and consider members' dispensation requests, if any
- 5 Public Forum: to hear from the following:
  - Members of the public
  - Representatives of the principal authority
  - Representatives of the local policing team
  - Any other representative supporting the Parish Council
- 6 To consider approval of the minutes of the council meetings held 30/10/2019 and Extraordinary Parish Council Meeting 09/10/2019

- 7 Chairman's Report to include comment on the Remembrance Service held 10/11/2019 and the Carol Concert 26/11/2019
- 8 Questions from Councillors
- 9 Asbestos
- 10 Playground
- 11 Clerk's Report including notification of communications received since the previous meeting
- Co-option now possible as no call for a by-election has been made
  - The Council's new website is to 'go live' imminently
  - Promotion of the Parish Council within the Parish
  - Support Officer's initial observations and progress plan
- 12 Finance Report – to note the current income and expenditure report and approve the list of payments (if available)
- 13 To receive committee reports to include
- Summary of Leisure Services Committee meeting held 06/11/2019 including reports from the Hall Manager and Facilities Officer. Draft minutes attached.
  - Summary of Finance & General Purposes committee meetings held 30/10/2019 and 13/11/2019. Draft minutes attached.
- 14 To be aware of the budget process; some progress made but mainly delayed due to software/hardware glitch in the office.
- 15 To agree to purchase new IT equipment for the Parish Council Office and Arden Hall Office in the form of 4 x desktop computers and 4 x monitors + cabling with new software to replace current outdated system. Costs IRO £4,500
- 16 To plan a review of the Council's Standing Orders, Financial Regulations, Committee Terms of Reference and Scheme of Delegation to the Clerk. It is recommended this is done by a small working party with the Support Officer.
- 17 To agree the arrangements for the mid-term independent internal audit and decide to appoint from quotations received.
- 18 To agree to establish a Staffing Committee and decide the Terms of Reference (example attached).
- 19 To agree to host a shared training event for all Councillors (and staff) on council basics, shared with Chelmsley Wood TC.
- 20 To receive reports from representatives to outside bodies
- 21 To suggest items for consideration at the next meeting of the Council
- 22 In accordance with the Public Bodies (Admission to meetings) Act 1960, the Council will resolve to exclude members of the public and the press to allow for discussion of confidential matters relating to any staff, legal or contractual matters.
1. To agree renewal of staff contract
  2. To agree payment of expenses
  3. To arrange for staff training
  4. To receive a report, if any, relating to ongoing staffing issues
  5. To discuss HR Consultants services
- 23 Date and time of next meetings:  
 Leisure Services Committee will meet on 04/12/2019  
 Finance and General Purposes Committee will meet on 11/12/2019  
 Parish Council next meets on 18/12/2019

Parish Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman)

A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, J MacDonald, K McCoy, M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward, 1 vacancy