

Castle Bromwich Parish Council

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NOTICE OF MEETING

29th JANUARY 2020, 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.

The gist of 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
22.01.2020

Agenda

1. **Chairman's** Welcome
2. **To note apologies** for absence
3. **To receive members'** declarations of disclosable interests
Members are reminded to declare anything on this agenda relating to what is included on their Register of Interests (a disclosable pecuniary interest) or anything to which they have a closer link than anyone else such that non-disclosure would be prejudicial to the public interest.
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 meeting held 18/12/2019 and the Extraordinary Meetings of the Council held 08/01/2020 and 22/01/2020.

7. **Chairman's Report**

Cllr Pauline Allen will provide an update

8. **Questions from Councillors**

No questions have been received in time for inclusion on this agenda.

9. **Clerk's Report** including updates and notification of communications received since previous meeting, to include:

- Progress with asbestos removal works
- Progress of office and Arden Hall IT facilities
- Progress to the council's website
- Use of card-payment machines for the bars and bookings
- Tree management, surgery and survey (see also item 11 below)
- Bank mandate review (to refer also to review of all bank accounts)

10. **Finance Report** – to note the current income and expenditure report to 31/12/2019 and note the list of payments to be presented at meeting

11. **Finance and Risk**

a) **To approve** the budget for 2020/21 and thereby the precept. It is proposed to set a precept of £335,270 which will impact on Band D council taxpayers by £85.75 for the year. The proposed increase is 2%

b) To note the independent internal auditor visited the council offices on 6th and 7th January 2020; the report is now due and if received within good time will be circulated for consideration at this meeting otherwise for next meeting.

c) To receive tree survey completed 20/01/2020 and agree the recommendations therein to include approving the schedule of works: NB quotes are in process.

12. **Items requiring a decision** (reports to be forwarded):

a) **Telephony:** quotations have been received to update the telephone/broadband system in the parish council office and Arden Hall for consideration.

b) **E-tablet:** From the meeting held 18/12/2019, a request was made for the council to purchase an e-tablet for each council member.

c) **Lone Worker Policy:** review and consider safety of staff in the parish council office. Quotations are being sought for an entry alarm panel and push button access/egress

d) **Recycling:** To agree installation of paper and glass recycling facilities at Arden Hall, as a matter of good management and in order to act as a role model for the community. To include arrangements for disposal of confidential paper waste.

e) **Conference:** to approve Interim Acting Clerk's attendance at clerks' conference in Kenilworth as day delegate 26th & 27th February; CPD opportunity. £210 +VAT

13. **To receive committee** reports to include:

- Summary of Leisure Services Committee meeting held 08/01/2020
- To note meeting of Youth Council was held 07/01/2020.

13. **To receive reports from representatives** to outside bodies, if any

14. **To suggest items** for consideration at the next meeting of the council – to include policy review of Scheme of Delegation to committees and to staff

15. **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 of staff, legal or contractual matters.

- To receive a report relating to ongoing staffing issues

16. **Date and time of next meetings:**

- Leisure Services Committee will meet on 5th February 2020
- Finance and General Purposes Committee will meet on 12th February 2020
- Plans, via Finance and General Purposes Committee meets on 26/02/2020
- Parish Council meets on 26th February 2020

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