

Castle Bromwich Parish Council

MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 29th JANUARY 2020, 7.30PM



Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman), Mrs 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
+ Currently one vacancy to be filled by co-option.

Present Cllrs: Mrs P Allen (Chairman)
S Beechey
Mrs A Haywood
D Hinsley
J Macdonald
K McCoy
J Riordan
Mrs R Shaikh
K Shaw
M Strong

Members of the public: one member of the public was present.

Officers: Mrs G Lungley – Support Officer

20/01-09

Chairman's Welcome

Cllr Mrs P Allen welcomed all present to the meeting and referred to:

- the emergency exit arrangements.
- thanks to all who stayed for the duration of the meeting held the previous week to review the budget.
- this evening's meeting would resolve into confidential business by 9.30pm at the latest.

20/01-10

To note apologies for absence

Apologies for absence had been received from Cllrs E Knibb (vice-chairman), Mrs A Ahmed Shaikh, M Rashid, Miss J Ward and were noted.

20/01-11

To receive members' declarations of disclosable interests

None received.

20/01-12

To receive and consider members' dispensation requests, if any

None requested.

20/01-13

Public Forum

The member of the public commented:

1. Had reviewed the figures put forward for setting the precept but could not make them work out if increasing by 3%.

20/01-14

To consider approval of the minutes of ordinary full council meeting held 18/12/2019 and of the extraordinary meetings held 08/01/2020 and 22/01/2020

The minutes of the meeting held on 18th December 2019 were:

AGREED as a true record by members present.

The minutes of the Extraordinary council meeting held on 8th January 2020 were read out to members and:

AGREED as a true record by members present.

The draft minutes of the Extraordinary council meeting held on 22nd January 2020 would be circulated to members for approval at the next council meeting.

- 20/01-15 **Chairman's Report**
Cllr Mrs P Allen spoke of
- The New Year's Eve show had been most enjoyable & successful for fund raising;
 - The Youth Council had met on 7th January and have identified projects to include:
 - a box at Arden Hall for food bank donations;
 - provide attention to the memorial garden and sensory garden;
 - hold a duvet and film night in Arden Hall
 - The Youth Council's cake sale funds were used to purchase a Christmas tree that was planted 04/01/2020; the Chairman will keep it in shape.
 - The Youth Council intend to apply for a planter for outside the Dame Mary Bridgeman Trust
 - The Youth Council members wrapped gifts for members of Age Concern.
 - Attendance at Castle Bromwich hall gardens management meeting looking at budgets and events for 2020/21 (events for 35 years). A stakeholder's event is to be held on 28/06/2020 with a tea party. Other events include 'unplug and play' during the school holidays, an Easter event and car boots. A history of the garden's event programme is to be printed by mid-February.
- 20/01-16 **Questions from councillors**
No question had been received from a councillor for consideration prior to the meeting, however at this point Cllr McCoy took the opportunity to ask for a better door to the pavilion which will not need to be propped open.
- 20/01-17 **Clerk's Report**
- a) Progress with asbestos removal works: Regular updates are provided by SMBC's Senior Compliance and Maintenance Manager; today's report indicates work is progressing well and on time.
 - b) Office and Arden Hall IT facilities: to be upgraded at the end of February.
 - c) Progress to council's website: this is now 'live' and will be reviewed on an ongoing basis.
 - d) Use of card-payment machines for the bars and bookings: these have been ordered.
 - e) Tree management, surgery and survey: the trees on The Green that needed surgery have been attended to.
 - f) Bank mandate review: noted.
- 20/01-18 **Finance Report** – to note the income and expenditure report to 31/12/2019.
No list of payments was presented to the meeting.
- 20/01-19 **Finance and Risk**
- a) **To approve the budget for 2020/21 and thereby the precept.**
Discussion on the budget and precept had taken place at the Extraordinary meeting held 22/01/2020. It was now proposed to increase last year's budget by 3% to £443,095 for 2020/21 of which £337,452 would be raised via the precept. This equates to Band D council taxpayer contribution of £86.30 for the year. **It was agreed** by the majority of those voting to set the precept for 2020/21 at £337,452.
 - b) **To note the visit of the Independent Internal Auditor (IIA).**
The IIA had visited the council offices on 6th and 7th January; his report is due and will be presented to the next meeting of the council.
 - c) **To receive the tree survey completed 20/01/2020**
It was noted the tree survey recommends some tree work is undertaken within four weeks and this would be referred to the next meeting of the LSC. Quotes for the work are in progress.

Members agreed to not replace any trees that are felled at the moment.

20/01-20

Items for decision

a) Telephony arrangements

Further information relating to wi-fi arrangements would be requested before proceeding with changes to the current system.

b) E-tablets for each council member

The funding would come from the IT budget, likely cost to be £150 per tablet but wi-fi availability would be needed before purchase.

c) Lone worker policy

Improvements are needed to the parish council office; door security is being reviewed for both office and Arden Hall.

d) Recycling and disposal of confidential waste

A one-off collection of confidential waste is to be arranged; ongoing arrangements for onsite only recycling of glass and paper are to be made.

e) Conference attendance

It was agreed to approve attendance at the SLCC conference for the Interim Acting Clerk 26th and 27th February, who would be expected to provide a written report on the event.

20/01-21

To receive committee reports

- a) LSC meeting held 08/01/2020 - noted
- b) Youth Council meeting held 08/01/2020 (as reported above by Chairman)

To receive reports from representatives to outside bodies

- a) Cllr MacDonald had attended a meeting of the Airport Forum on 24/01/20.

20/01-22

To suggest items for consideration at the next meeting of the council

- a) Policy review of Scheme of Delegation to staff and committees
- b) Feedback from Area Committee meeting(s)
- c) Implementation of a time-keeping system
- d) Review hire rates for Arden Hall and facilities (next LSC meeting)

The member of the public left the meeting.

20/01-23

It was agreed to close the meeting to members of the public to allow for discussion of confidential items relating to staff and contractual matters.

Public Bodies (Admission to Meetings) Act 1960

The Chairman circulated information relating to the current staff contractual matter. **It was agreed** to proceed in accordance with the solution offered but with a formal arrangement, and the Chairman would contact the HR advisors.

20/01-24

Date and time of next meetings:

- Leisure Services Committee will meet on 05/02/2020
- Finance and General Purposes Committee planned for 12/02/2020 is cancelled and replaced by Extraordinary Meeting to be held 22/01/2020.
- Plans via F&GP Committee will meet on 26/02/2020 (7pm)
- Full Council will meet on Wednesday 26/02/2020 (7.30pm)

This meeting ended at 9.40pm

.....
Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

.....
Dated