

# Castle Bromwich Parish Council

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## NOTICE OF MEETING

**26<sup>th</sup> FEBRUARY 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  
21.02.2020

## Agenda

1. **Chairman's** Welcome
2. **To note apologies** for absence
3. **To receive members'** declarations of disclosable interests  
Members are reminded to declare their interest in any item on this agenda that may relate 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
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 29/01/2020.
7. **Chairman's Report**  
Cllr Pauline Allen will provide an update

8. **Clerk's Report** including updates and notification of communications received since previous meeting, to include:
  - a reminder that 'Off to a Flying Start' training has been arranged for all councillors in Windsor Room on 04/04/2020, 9.30am to 1pm.
  - members to complete In Case of Emergency (ICE) forms.
9. **Finance Report** – to note the current income and expenditure report to 31/01/2020 (to be circulated at the meeting)
10. **Finance and Risk**
  - a) To note the bank charge of £30 for transfer of funds from Lloyds to Unity Trust.
  - b) To agree to add both the Interim Acting Clerk and the Support Officer to the mandate at Lloyds to better administer the council's financial records.
  - c) To receive the report of the Independent Internal Auditor (IIA) following his visit on 6<sup>th</sup> and 7/01/2020 and provide comment thereon.
  - d) To note the IIA's recommendations and the council's proposed responses prepared by the Support Officer and provide comment thereon.
  - e) To agree to establish a working party as proposed in response #1, to work through all the recommendations and take forward accordingly, providing monthly reports to the full council.
11. **Items requiring a decision:**
  - a) **Access to rear of property:** a request has been received for access to the rear of property off Water Orton Road via Arden Hall park (Delamere Gate). The builder would like to use this rear access and site a skip in the council's driveway for up to 3 months in return for which a new gate/fencing will be provided. NALC Legal Topic Notes 41, 42, 43 refer.
  - b) **Dates of holiday closures**  
Council is asked to agree whether to close access to facilities over Christmas and New Year ie 25<sup>th</sup> and 26<sup>th</sup> December, 1<sup>st</sup> January.
12. **Policy approvals** (paper copy provided with agenda sent to members)
  - a) Child and Vulnerable Persons Safeguarding Policy (requirement of Youth Council)
  - b) Operation London Bridge protocol (action in event of death of most senior royals)
  - c) Scheme of Delegation to staff and committees - defer to IIA review
13. **To receive committee** reports to include:
  - Summary of Leisure Services Committee meeting held 05/02/2020
  - Summary of Finance & General Purposes Committee meeting held 12/02/2020.
14. **To receive reports from representatives** to outside bodies, if any
15. **To suggest items** for consideration at the next meeting of the council
16. **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 agree 2 staffing-related matters (separate staffing report)
17. **Date and time of next meetings:**
  - Leisure Services Committee will meet on 4<sup>th</sup> March 2020
  - Finance and General Purposes Committee will meet on 11<sup>th</sup> March 2020
  - Plans, via Finance and General Purposes Committee meets on 25/03/2020
  - Parish Council meets on 25<sup>th</sup> March 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