

# Barnt Green Parish Council

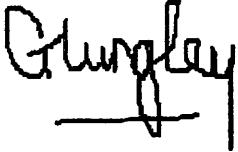
80 Hewell Road, Barnt Green, Birmingham, B45 8NF | tel: 0121 447 9893 | exec@barntgreen.org.uk

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4 May 2016

## To members of Barnt Green Parish Council

You are duly summoned to attend the Annual Meeting of Barnt Green Parish Council to be held on Thursday 12 May 2016 at 6.30pm at the Parish Council Office, 80 Hewell Road, Barnt Green, B45 8NF.



Gill Lungley  
Executive Officer

## Agenda

- 74 Election of Chairman**  
To elect the Chairman of Barnt Green Parish Council for the next twelve months; the elected member will sign the Declaration of Acceptance of Office.
- 75 Apologies**  
To receive apologies and to approve the reason for absence.
- 76 Election of Vice-Chairman**  
To elect the Vice-Chair of Barnt Green Parish Council for the next twelve months; the elected member will sign the Declaration of Acceptance of Office.
- 77 Declarations of Interest**
- Councillors are reminded of the need to keep their Register of Interests form up to date.
  - To declare any Disclosable Pecuniary Interests in agenda items and their nature.
  - To declare any Other Disclosable Interests in items on the agenda and their nature.
  - Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be lodged with the clerk in advance of the start of the meeting.
- Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless granted a dispensation.
- Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
- 78 Adjournment of meeting to hear from:**
- Members of the public:** time allocated is at the discretion of the chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration. Although very welcome to stay and listen members of the public may not take part in the meeting at any other time. Brief notes of any matters raised at this time will be recorded in the minutes.
  - County Councillor: Peter McDonald, member for Beacon Division**
  - District Councillor: Charles Hotham, member for Barnt Green & Hopwood ward.**
- 79 Adoption of previous minutes**  
To approve the minutes of the meeting held 6<sup>th</sup> April 2016
- 80 Chairman's Report**  
To receive a report from the Chairman and to advise progress with prior business.

- 81 Delegation arrangements**  
To review and agree delegation arrangements, as attached
- 82 Appointment of committees**  
To consider appointing committees and working parties to include: a) Planning committee, b) Recreation and Environment committee, c) Neighbourhood Plan working party, d) Finance working party, e) SmartWater working party and to agree terms of reference as attached.
- 83 Nominations to committees and working parties**  
To receive nominations and to appoint members to committees and working parties.
- 84 Representation**  
To agree/confirm the following Parish Council's representatives:  
(i) Worcestershire County Association of Local Councils;  
(ii) Council for the Protection of Rural England (Cllr S Whitehand)  
(iii) St Andrew's School (Cllr C Hotham)  
(iv) Pensions Regulator (Cllr R Cholmondeley)
- 85 Governance**  
(a) To progress filling the parish Council's vacant seats;  
(b) Annual review of:           i) Standing Orders  
  ii) Financial Regulations  
  iii) Members' Code of Conduct  
  iv) Asset Register  
(c) Confirmation of insurance arrangements  
(d) Review of annual subscriptions  
(e) Review of the council's Complaints Procedure  
(f) Review of procedure for handling freedom of information requests  
(g) Review of the council's policy for dealing with the press/media  
(h) Determine the date, time and place of all ordinary council meetings up to and including the next annual meeting of the council.  
(i) To approve the proposed Balances and Reserves Policy  
(j) To agree to establish a policy on community support
- 86 Executive Officer's report**  
Report on actions taken, notices received and events since the last meeting.
- 87 Finance report**  
a) To review the council's financial position to 30/04/2016  
b) To note all payments and authorise any outstanding payments  
c) To approve allocation of reserve funds following the financial year end, in line with policy  
d) To approve the annual accounting statements ready for audit period starting 03/06/2016  
e) To authorise change of address with regard to Building Society account  
f) To note change of office telephone and broadband provider  
g) To be advised of introduction of banking charges (UTB)  
h) To agree to close the outstanding bank account (Lloyds)  
i) To ratify use of the parish council office for periodic CPRE meetings
- 88 Planning**  
To provide comment on the following notified applications:

<b>Log no. 027 16/0127</b>	Land Opposite Underhill, Aqueduct Lane,	Replacement of existing detached garage
<b>Log no. 028 16/0330</b>	77 Bittell Road, Barnt Green,	Removing substandard existing pitched and flat roofs and replace with higher pitched roof.
<b>Log no. 029 16/0283</b>	29 Blackwell Road, Barnt Green, B45 8BT	1st Floor Side Extension, Single Storey Rear Extension, Porch to Front & Pitched Roof to Front

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<b>Log no. 030 16/0332</b>	73 Hewell Road, Barnt Green, B45 8NL	To modify an existing extension - a) to make it 60cm wider b) to replace the existing, flat roof with a mono-pitched roof c) replace the existing end window with timber bi-fold doors with 'juliet balcony' in front.
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**89 Project undertaking**  
To consider the provision of SmartWater to all parish properties: Cllr EG to report.

**90 Date and time of next meeting**  
The date of the next meeting is expected to be Wednesday 1<sup>st</sup> June 2016 at 7pm

Notes to support the agenda for the Annual Parish Council Meeting  
Barnt Green Parish Council, Thursday 12<sup>th</sup> May 2016, 6.30pm.

Agenda item 74 – election of Chairman

The first item of business must be the election of Chairman. The Chairman for the preceding 12 months remains in the chair until his/her successor is appointed.

Nominations are put to the meeting and seconded. If there is more than one nomination there will be a ballot; this is carried out in the usual way of voting by a show of hands. BGPC Standing Orders do not allow for a secret ballot.

Upon election to the Chair, the Chairman will sign the Declaration of Acceptance of Office of Chairman, even if he/she signed one last year.

Agenda item 75 - Apologies

If you are unable to attend this meeting, please let another member or the Executive Officer know. You are also asked to give a reason for non-attendance.

Agenda item 76 – election of vice-Chairman

It's not essential for parish councils to appoint a vice-Chairman but the appointment is useful should the Chairman ever be absent. The procedure for appointment is the same as for that of the Chairman.

Agenda item 77 – Declarations of Interest

Council members are reminded of the requirement to:

- a) update their register of interests where necessary;
- b) declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature;
- c) declare any Other Disclosable Interests (ODI) in agenda items and their nature;
- d) provide to the Executive Officer as soon as possible before the meeting, or failing that, at the start of the meeting any written requests seeking a dispensation to be allowed to stay in the meeting to discuss and/or vote on a matter having declared a DPI or ODI.

Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, are expected to leave the room for the relevant items unless granted a dispensation.

The granting of a dispensation is carried out by the full council at this point in the meeting. To be awarded a dispensation the request must state the reason for the request. A request form is attached (next page) ρ5

Clearly you won't know you have an interest in an item on the agenda until the agenda has been published, which gives you limited time in which to submit your request for a dispensation. You are asked to submit your request (which must be in writing – an email is acceptable) as soon as possible, so that members may be alerted to the fact that they will be asked to consider it at this point in the meeting.

As the district council member for the Barnt Green and Hopwood ward, Cllr Hotham has a standing declaration of interest when the parish council considers planning applications:

*It was formally noted that the participation of the councillor who is also a member of the Bromsgrove District Council in both the debate and subsequent vote was on the basis that the views expressed were preliminary views taking into account the information presently made available to the Parish Council. The District Councillor reserved his final views on the applications until in full possession of all the relevant arguments for and against.*

Agenda item 78 – Adjournment of meeting for public questions & County & District members' reports

Members of the public are welcome to attend and speak at this point in the meeting on matters relating to the parish council and to the agenda. It is not expected to be a discussion, purely a way for members of the public to raise issues of concern and for members of the parish council to listen and take note either for discussion later in the meeting or at another meeting.

Agenda item 79 – Adoption of previous minutes

The draft minutes of the meeting held on 6<sup>th</sup> April follow in the next 6 pages. pages 6 - 11

## BARNT GREEN PARISH COUNCIL DISPENSATION REQUEST FORM

Please give full details below in support of your application for a dispensation.

This form must be submitted to the Clerk in advance of the meeting at which you have a Disclosable Pecuniary Interest or Other Disclosable Interest, or at the start of that meeting.

When your dispensation request is considered and put to the vote you may stay in the meeting and vote but will need to be mindful of how this would be interpreted by members of the public.

The Localism Act 2011, chapter 7, refers.

<b>Name:</b>	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
<b>Please indicate your preferred actions if granted a dispensation:</b> <span style="float: right;">[✓]</span>	
To stay in the meeting only, OR	
To stay and participate in any discussion of that business only, OR	
To stay and participate in any discussion and vote taken on that business	
<b>Please indicate which reason for requesting the dispensation best describes your circumstances:</b> <span style="float: right;">[✓]</span>	
a) without the dispensation the number of members unable to participate in the transaction of business would be so great as to impede the transaction of the business	
b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
c) the dispensation is in the interests of all those living in the authority's area	
d) that it is otherwise appropriate to grant a dispensation	
Reason :	

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

<b>DECISION</b>	
Dispensation Given: YES / NO	
LENGTH OF DISPENSATION: .....	
Date: .....	Minute Number: .....
Signed : ..... Executive Officer, Barnt Green Parish Council	

# Barnt Green Parish Council

## Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 6<sup>th</sup> April 2016 at 7.00pm

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand (2 vacant seats)

**In attendance:** Three members of the public (for part of the meeting)  
Gill Lungley (Executive Officer)

### 16/59 Apologies

Cllr R Briggs had sent apologies for late arrival. Cllr R Briggs arrived during minute no. 16/62.

### 16/60 Declarations of Interest

- a) The requirement to keep the Register of Interests updated was noted.
- b) and c) The need to declare Disclosable Pecuniary Interests and Other Disclosable Interests was noted.

It was formally noted at minute no. 16/68a that any views expressed by Cllr C Hotham, who is also a member of Bromsgrove District Council, were preliminary views taking into account the information presently made available to the Parish Council. Cllr Hotham would reserve his final views on the applications until in full possession of any further relevant arguments for and against.

- d) That dispensation requests are to be submitted in advance of the meeting in writing was noted.

### 16/61 Requests for dispensation

No requests for a dispensation had been submitted

### 16/62 Adjournment of meeting to hear from:

#### a) Members of the Public:

.1 Mrs Rachel Banner re Barnt Green Open Gardens 2<sup>nd</sup> and 3<sup>rd</sup> July 2016. Mrs Banner spoke of the preparations being made for the event and asked the parish council to contribute to the cost of two banners advertising the event and bunting for the shops, possibly the cost of a (musical) band; the requested sum totalling £300. Mrs Banner was thanked for her presentation and left the meeting.

.2 Mr Paul Wright re Barnt Green Colts, under-12's football team. The football team would like to make use of Parker's Piece football field as their home ground for the 2016-17 season and provided outline information relating to the request.

Members agreed to the Chairman's suggestion that this item be considered at this point in the meeting and it was agreed that the Executive Officer would find out what costs are involved in preparation of the ground/pitch.

Cllr Hotham agreed to find out if there is any S106 funding available.

Mr Wright would be finding out if new goal posts were available.

.3 Mr Ian Rathbone re Barnt Green railway station improvements, had submitted comments on how the station could be improved, adding to the report produced by Cllr R Cholmondeley.

Members agreed to the Chairman's suggestion that this item be considered at this point in the meeting and it was agreed the Executive Officer would contact London Midland, whose franchise has been extended for 18 months, with suggestions for improvements to include effective clearance of rubbish, request for more comprehensive signage and better surfacing.

- b) **County Councillor: Peter McDonald** had sent apologies for non-attendance.

#### c) **District Councillor: Charles Hotham**

- 1. Planning permission has been given for Waitrose to build on the old Market Hall site, near to the junction of Worcester Road with Kidderminster Road.
- 2. Permission has been granted for Aldi to build on land between Stourbridge Road/Birmingham Road.

# Barnt Green Parish Council

3. A company that was denied permission to extend operations by building in the Green Belt near Beoley has issued a 'rap' song and petition in protest.
4. The public inspection into the District Local Plan had been held the previous week.

## 16/63 Minutes of the last meeting

The minutes of the Parish Council meeting held 02/03/2016 and the Extraordinary Parish Council meeting held 15/03/2016 were agreed a true record and signed by the Chairman.

## 16/64 Chairman's Report

Cllr Cholmondeley reported that:

- .1 he and Cllr E Gumbley had attended to a local resident's concerns about trees being cut down in the Conservation Area over a weekend. This highlighted a need for out-of-hours emergency numbers to be available to members of the public.
- .2 he and Cllr S Whitehand had attended Day 2 of the Public Inspection into the District Local Plan.

## 16/65 Decisions taken by the Executive Officer (EO) since last meeting and updates

Previous minute no. 16/41b(2) Spending on consultants	Peter McDonald provided an explanation regarding his comment about WCC spending on consultants, which had been in response to a question he asked at Full Council and should be on the Council's Web cam."
Network Rail: Hewell Lane bridge	Notice has been received that NR will start work on ensuring the bridge surround provides the required level of road safety expected; Hewell Lane is to be traffic-light-controlled for 4 weeks from 4 <sup>th</sup> April.
Out-of-hours emergency procedure	Parish Council was contacted over a weekend by resident concerned that trees were being felled in the Conservation Area, without permission. Emergency numbers are available on BDC (For Emergency Out of Hours please call: 01527 871565) and WCC (The Emergency Duty Team (EDT) provides an out of hours response, on behalf of Worcestershire Social Care Services and Herefordshire Children's Services, to emergency situations that arise outside normal Social Care office hours. The EDT can be contacted on 01905 768020 or fax 01905 768023.) websites; also the mobile no for BDC Planning Director is available from the EO. This information will be added to the parish council's website and a similar message on the office answer-machine.
Office waste collection service	This service has been renewed: weekly collection, cost £81 for a roll of 52 orange sacks.
External audit seminar	EO is to attend seminar by Grant Thornton on the new procedure for external audit, Monday 11/04/2016
Day's leave	EO is to attend a networking event for SLCC/NALC officers on Thursday 14/04/2016, taken as 1 day's leave.
CALA/Foxhills development	The agreement for the sale of freehold property known as Car Park at Fiery Hill Road is proceeding via appointed solicitors
Digital Inclusion – community bus	BDHT are to tour the district with the Community Bus offering help and advice on using online services; drop-in session has been arranged for Tuesday 19 <sup>th</sup> April at BG Social Club between 1.30pm – 3.30pm.
RoSPA inspection	EO reported briefly on the annual inspection that took place on 29/03/2016 and subsequent meeting with the RoSPA inspector. Most issues identified as needing attention are of low risk; the EO will speak to the play equipment provider for the item classed as medium risk to effect risk reduction.
Hewell Road bollards	No progress to report.
Flagpole	A possible site for a flagpole is corner of Orchard Croft with Hewell Rd; EO to check ownership / highways issues.

# Barnt Green Parish Council

Meeting with village retailers	Letter issued to all village retailers; no interest received in a meeting to discuss plans for the future and limited response in offer of free hanging basket. EO to visit each to determine outlook.
SmartWater	This topic is to be discussed in more detail at agenda item 68g; EO has purchased a SmartWater kit for the defibrillator unit (and PC office equipment) for £15.
Bulletin, issue 45	This has been distributed. Next issue is due to be ready for distribution end of May – all offers for content welcome.
Play surface, Parker's Piece	A hole has appeared in the surfacing under the basket ball net on Parker's Piece; the EO has arranged for Wicksteeds to attend to repair, £272
Lengthsman scheme	WCC have advised the Lengthsman scheme is to continue for 2016/17 but paperwork has been delayed.
General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• WCC Audit of Flood Actions Groups</li> <li>• Directory of services for mental health issues</li> <li>• Woodland Trust tree planting project (WCC, Deb Dale)</li> <li>• Police report / crime stats - Feb update</li> <li>• Sajid Javid MP – monthly newsletter</li> <li>• Planning decision notice re 28 Bittell Road</li> <li>• BDHT Digital Inclusion survey results</li> <li>• BDC Invite to Chairman's dinner at Grafton Manor</li> <li>• WCC Minerals &amp; Waste annual report</li> <li>• Lickey Hills Society newsletter March 2016</li> <li>• Easter hunt at Bishops Wood</li> <li>• Spinal Injuries Association, Fish &amp; Chip supper</li> <li>• Worcs Mineral Local Plan, call for sites response</li> <li>• Ramblers Association response to Network Rail proposals following closure of footpath over the railway line</li> <li>• BDC St George's Day celebrations in Bromsgrove</li> <li>• BDC Queen's 90<sup>th</sup> birthday beacon in Bromsgrove</li> <li>• S Worcs Development Plan reports</li> <li>• WCC Scrutiny Panel – Wants Your Views</li> <li>• Police &amp; Crime Commissioner - contact by prospective candidates</li> </ul>
Concerns raised by residents and dealt with; for report only	<ol style="list-style-type: none"> <li>1. Persistent wood burning of trees being felled in Fiery Hill Road (referred to Worcs Regulatory Services and BDC planning enforcement)</li> <li>2. Report of regular drug mis-use/abuse at station; referred to Safer Neighbourhood Team</li> <li>3. Car parking issues at station – could charge be reduced? Or BT land opened up for car parking?</li> <li>4. Flooding to rear of 7 Blackwell Road – referred to NWWM and WCC Environmental Services</li> <li>5. Call for double-yellow lines on one side of corner of Orchard Croft / Hewell Road to reduce nuisance caused by parents of school children parking in such a way as to inconvenience residents &amp; other road users.</li> </ol>

**16/66 Co-option to the two vacant seats**

No application had been received for co-option; members would continue to seek suitable candidates.

**16/67 Finance**

- i) Current financial position. The unaudited bank reconciliation to 31/03/2016 was reported, below, along with the following receipts and payments for March:



# Barnet Green Parish Council

RECEIPTS AND PAYMENTS FOR MARCH 2016					
V ref	Description	Receipts	Payments		
			Gross	VAT	Net
V188	BDC Grant, bus shelter light	350.00			
V189	Legal fees (car park)		200.00		
V190	Energy costs for Xmas lights		45.00		
V191	Newsletter printing		245.00		
V192	Energy costs for Xmas lighting		54.97	2.62	52.35
V193	Parker's Piece, grounds maintenance		273.43	45.57	227.86
V194	Online mapping facility		33.60	5.60	28.00
V195	Play equipment checks/village litter pck		120.00		
V196	Office telephone, February 2016		18.04	3.01	15.03
V197	Office broadband, 1 <sup>st</sup> quarter		48.60	8.10	40.50
V198	Street lighting energy		214.09	34.30	179.79
V199	Business rates, office		0.00		
V200	Street lighting maintenance, March		264.00	44.00	220.00
V201	Website design and hosting, March		58.00		
V202	Office lease, quarterly charge		1237.50		
V203	Admin salary		1089.05		
V204	PAYE/NI for final quarter 2015/16		365.16		
V205	Debit card repay for petty cash items		232.75	30.34	201.91
V206	Bank interest, current account	0.88			
V207	Bank interest, deposit account	4.77			
V208	Building society interest	445.60			
	Subtotal for March 2016	801.25	4498.69	173.54	4325.15

(ii) Financial year-end draft position.

The budget comparison to 31/03/2016 was circulated and noted.

The bank reconciliation, subject to financial year-end amendment, is as follows:

<b>Cash in hand at 1 April 2015</b>	£64,831.21
<b>Add receipts between 1 April - 31 March 2016</b>	67,411.24
<b>Less payments between 1 April - 31 March 2016</b>	-60,821.58
<b>less unpresented cheques</b>	0.00
<b>Cash in hand at 31 March 2016</b>	<u><u>£71,420.87</u></u>
<b>Cash in hand per bank statements at 31 Mar 2016</b>	
<b>Bank balances at 31 Mar 2016</b>	<u><u>£71,420.87</u></u>

(iii) Completion of the Annual Governance Statement (section 1 Annual Return)

Members answered 'Yes' to the eight relevant statements to the Annual Governance Statement which was then signed by the Chairman and the Executive Officer.

## 16/68 Neighbourhood, Planning and Environment

a) To consider the parish council's response to planning consultations received since last meeting, including:

Log026 / 16/0187	15 Sandhills Road, B45 8NP	Proposed single storey rear extension and new patio area
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# Barnt Green Parish Council

PC Comment: The only concerns raised by the Parish Council relate to potential infringement of the 45-degree angle code that protects against intrusive overlooking issues in relation to neighbouring properties.

- b) **Parker's Piece footway** – the new footway had been installed and is being appreciated by field users. Snagging issues will be addressed including bulking-up the path where the water run-off from land at the Sports Club crosses the path.  
Consideration would be given when setting the 2017/18 budget to installing a second phase to provide a circuit around the field.
- c) **Parker's Piece request for use as home ground by Football team**  
This item was considered above, minute no. 62(a).2
- d) **Barnt Green Railway Station**  
This item was considered above, minute no. 62(a).c3
- e) **Youth Group Voluntary Service**  
It was agreed to respond to the Baptist Church accepting their offer of voluntary service for a week in July.
- f) **Welcome Packs to new residents**  
It was agreed to support to St Andrews' provision of Welcome Packs to new residents by providing the plastic wallets.
- g) **SmartWater** – property marking solution  
Members considered whether to consider purchase of SmartWater kits for distribution to residents and would undertake more consultation before reaching a decision. Cllr Gumbley was to talk on the topic at the Annual Parish Meeting.
- h) **Neighbourhood Plan (NP)**  
Cllr Cholmondeley and Cllr Whitehand have met with parish groups with property concerns to help inform the NP process.
- i) **Hagley Railway station car park**  
It appeared that users of the car park at Hagley railway station are to be charged for parking and Barnt Green PC was asked to comment to Hagley Parish Council on the experience of this in Barnt Green. The Executive Officer would respond.

Point of order: the time being 9pm members agreed to continue to the end of the agenda.

## 16/69 Events

- a) **Sport Relief Mile** It was noted the event held on 20/03/2016, was completed successfully with 280 entrants and was an enjoyable community occasion.
- b) **PACT meeting** held 7pm Wednesday 23/03/2016 had been poorly attended.
- c)
  - i) **Shindig Theatre** 'The Origin of Species' will take place on 16/04/2016; more tickets need to be sold.
  - ii) **Community Walk** on 23/04/2016 to Stoke by bus then walk back.
  - iii) **Annual Parish Meeting** 7.30pm Wednesday 27/04/2016, Friends Meeting House. The speakers will be the Network Rail project sponsor, speaker on the Open Gardens event and an in-house presentation on SmartWater.
  - iv) **Barnt Green Open Gardens** weekend 2<sup>nd</sup> and 3<sup>rd</sup> July: in response to the request for funding support, it was agreed to provide up to £300 to cover the costs of bunting, banners and the parish council's floral display in the church. It was noted that the organiser's suggestions for live music would require a Temporary Event Notice application and that the parish council's insurance would not extend to cover the event.

## 16/70 Governance

### Parish Council Committee(s) / Working Parties

It was suggested that a committee or a working party be established to manage the parish council's playing field, park and other green areas.

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# Barnt Green Parish Council

It was agreed the Executive Officer would produce a report for consideration on the possible options at the next parish council meeting.

## 16/71 Councillors' reports and items for future agendas

- (i) report on meetings attended:
  - Cllr S Whitehand had attended a meeting of the Balanced Communities Theme Group; one of their initiatives is to promote 'dementia-friendly' communities and it was suggested that parish councils are well placed to help with this.
- (ii) agree the attendance of councillors at forthcoming meetings:
  - Cllr E Gumbley is to attend a debrief meeting with the Sports Relief Mile organisers on 21<sup>st</sup> April.
- (iii) report minor matters of information not included elsewhere on the agenda:
  - Cllr J Jellie is to progress the Emergency Plan and website review in due course.
  - Two residents of the parish who have been directly involved with the council were reported as unwell and get-well cards were to be sent.
- (iv) raise items for future agendas:
  - Dementia-friendly communities
  - Completion of electoral form with regard to the edited electoral roll
  - Farmers Market in Barnt Green
  - Best-kept village competition

## 16/72 Closure of meeting to the public

Due to the confidential nature of the matter to be discussed which related to staff salaries, it was agreed to close the meeting to members of the public.

It was agreed to accept notification from the Chairman of a satisfactory staff appraisal and to increase the Executive Officer's salary by one spinal column point, to take effect on 1<sup>st</sup> April 2016.

## 16/73 Date and Venue of Next Meeting

The next meeting will be the Annual Parish Meeting on Weds 27<sup>th</sup> April 2016, 7.30pm to be held at the Friends' Meeting House, Sandhills Road.

The next parish council meeting will be the Annual Parish Council Meeting which will take place on Thursday 12<sup>th</sup> May 2016 at 80 Hewell Road, starting at 6.30pm.

This meeting ended at 9.45pm.

.....  
Chairman

12<sup>th</sup> May 2016

# Barnt Green Parish Council

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## Agenda item 80 – Chairman's report

The current Chairman will present a report either in his role as re-elected Chairman or in his role as Chairman up to the first agenda item of this meeting.

## Agenda item 81 – Delegation arrangements

It is helpful for the parish council to arrange for the delegation of its functions and to make this explicit so that all parties know who is expected to do what. The current scheme (copied on next page), dated 13/05/2015, relates to committees that have either been discontinued or have an uncertain status and it is not therefore relevant. The subject of committees is to be discussed as the next agenda item in this meeting.

The proposed scheme of delegation for consideration at this meeting relates to the Executive Officer's role and includes for procedure in an emergency or when urgent.

A further scheme of delegation following a decision on which committees to create will be added in due course once the Terms of Reference for each committee / working party has been agreed.

see pages 13 - 16

**(EXISTING) Scheme of Delegation presented to Barnt Green Parish Council meeting 13/5/2015**

**The Parish Clerk**

1. The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and any other relevant legislation;
2. The Clerk should monitor and be responsible for all incoming and outgoing council correspondence;
3. The Clerk shall manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures;
4. The Clerk shall make arrangements to pay salaries and wages to all employees of the council (subject to the council's financial regulations);
5. The Clerk shall, in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk);
6. The Clerk shall arrange and call meetings of the council, its committees and sub-committees in consultation with the relevant Chair as provided by the Local Government Act 1972 and any other relevant legislation;
7. The Clerk shall carry out and implement any council, committee or sub-committee decision;
8. The Clerk shall, in the first instance, handle all requests for information under Freedom of Information Act 2000;
9. Where no Environment Committee or Council meeting takes place, in consultation with members of the Environment Committee to make timely comments and/or recommendations to the District Council on planning applications notified to the Council

**Urgent business**

1. Urgent business required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman and Vice-Chairman of the Council or their substitutes-
2. Where urgency requires it the Clerk may commit the Council to expenditure not exceeding £1,000.

**The Resources Committee and the Neighbourhood, Planning and Environment Committee have the following delegated powers:**

1. to authorise payments within the approved budget;
2. to appoint Associate Members on the basis of their special knowledge or interest. Associate Members will be full members of the Committee but have no voting rights;
3. to create Working Groups that will make recommendations to the Committee or Council.

**The Resources Committee has the following additional delegated powers**

1. to appoint the independent internal auditor;
2. to make arrangements for regular objective review of the Clerk's performance by the Chairman (and Vice Chairman) of Council, or another as agreed with the Clerk;
3. to make recommendations to the Parish Council about annual salary awards;

4. to consider other staff reviews undertaken by the Clerk and take necessary action thereon;
5. to consider matters arising from the application of the Council's Disciplinary and Grievance Procedures;
6. to appoint an Appeals Panel whose members will not be members of the Resources Committee

**All decisions made under these delegations will be reported to and minuted at the next meeting of the Parish Council.**

#### **Restrictions on delegated powers**

If Committees consider agenda items of greater than usual significance. the Clerk may recommend to Committees that the matter, although falling within their terms of reference for determination, should make recommendations to the Council.

## **Barnt Green Parish Council (PROPOSED) Scheme of Delegation to the Clerk**

#### **Notes**

1. Standing Orders were adopted November 2013 (and amended November 2014); this scheme is in addition to Standing Order no. 15b (see below).
2. Local Councils may delegate decisions to a committee or a paid officer.
3. No parish councillor may act independently; all parish council actions must be by way of the full council, a committee or the clerk.
4. Delegation for urgent business is a necessity in this fast changing age.
5. The Parish Council's Standing Orders & Financial Regulations are based on the NALC models.
6. The Executive Officer, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
7. The Executive Officer is the only paid officer; there is no other specifically identified individual who can be delegated to act on their behalf in their absence or in the event that the Executive Officer is an interested party.
8. **This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.**

<b>Service area</b>	<b>Function</b>
<b>Audit</b>	To maintain a continuous internal audit that is to be available for members to review on a quarterly basis.
<b>Communications</b>	To deal with all press and public relations on behalf of the council (see also ICT below).
<b>Contractors</b>	To liaise with, and be the first point of contact for, all contractors appointed by the parish council including the Parish Lengthsman.
<b>Decisions</b>	To take all necessary action, including signing any document, necessary to give effect to any decision of the council and its scheme of delegation.
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
<b>Emergency planning</b>	<ol style="list-style-type: none"> <li>1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county &amp; district councils.</li> <li>2. To report to council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency</li> </ol>

<b>Finance</b>	<ol style="list-style-type: none"> <li>1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the council's bank accounts in order to maintain adequate cash-flow and in accordance with the council's investment policy.</li> <li>2. To maintain adequate insurance cover for the council's activities and assets.</li> <li>3. To act as Responsible Finance Officer for the purposes of the Accounts &amp; Audit Regulations.</li> <li>4. To present accounts for payment following Council sanction.</li> <li>5. To provide a draft budget to the council for the forthcoming year and forecast for future years.</li> <li>6. Other delegations in accordance with financial regulations.</li> </ol>
<b>Data Protection and Freedom of Information</b>	<ol style="list-style-type: none"> <li>1. To have overall responsibility for the council's publication scheme</li> <li>2. To be responsible for applying the requirements of the Freedom of Information Act and Data Protection Act.</li> </ol>
<b>Service area</b>	<b>Function</b>
<b>Health, safety and wellbeing</b>	<ol style="list-style-type: none"> <li>1. To arrange for and keep the council's schedule of risk assessments up to date</li> <li>2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on council property</li> <li>3. To be the responsible officer for all safety purposes prescribed by law</li> </ol>
<b>Information and Communications Technology</b>	<ol style="list-style-type: none"> <li>1. To be responsible for the provision and management of information and communication technology provided throughout the council.</li> <li>2. To report on need for replacement of out-dated equipment and the purchase of new equipment.</li> <li>3. To be responsible for the council's website and any other online presence.</li> </ol>
<b>Land and property</b>	<ol style="list-style-type: none"> <li>1. To purchase necessary goods and supplies</li> <li>2. To maintain the Council's offices and property</li> <li>3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible</li> <li>4. To consult on planting schemes for the various open areas for which the Council is responsible</li> </ol>
<b>Meetings</b>	To arrange and call meetings of the council and its committees as and when expedient in consultation with the council's Chairman.
<b>Proper Officer</b>	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
<b>Staff</b>	There are no other members of staff for whom the Clerk is responsible.
<b>Standing Orders</b>	<ol style="list-style-type: none"> <li>1. To adhere to the Standing Orders of the council.</li> <li>2. Arrange for biennial review.</li> </ol>
<b>Urgent business</b>	<ol style="list-style-type: none"> <li>1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the council's Chairman</li> <li>2. In the absence of the clerk or in the event that the clerk is an interested party, s/he will be substituted by an appropriate substitute from outside the parish council, ideally a clerk from within Bromsgrove district</li> <li>3. In the absence of the council's chairman, or in the event that the council's chairman is an interested party, s/he will be substituted by the vice chairman.</li> <li>4. Decisions made under this delegation will be reported to and minuted at the next council meeting.</li> <li>5. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.</li> </ol>

## Standing Order 15(b)

The Proper Officer shall:

at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

- i. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. facilitate inspection of the minute book by local government electors;
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xi. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiii. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman (if any) of the Neighbourhood, Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xv. manage access to information about the council via the publication scheme; and retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.



### Agenda item 82 – Appointment of Committees

With two vacant seats the council has been working at reduced (75%) capacity for almost a year placing more of a burden upon current members with regard to committee membership. Whilst new members are sought the work of committees should continue but within a more pragmatic framework.

Any committee or working party must have a reason for existing. The EO was asked to provide a report on committees and working parties, as the following 2 pages. Bearing this in mind members are asked to consider what committees / working parties are required.

The five suggestions a) – e) on the agenda are as follows: -

a) **Planning Committee:**

This cannot be a working party because it is acting under delegated powers from the parish council to submit comments on its behalf without referral to the full council beforehand.

To meet when the parish council is notified of planning applications, to submit comment to the local planning authority (LPA), receive LPA decisions and comment on any further planning and planning-related issues.

This committee could arrange to meet every month or on an as-and-when basis. It is recommended that as meetings held during day-time could be seen as exclusive then this committee meets after 6pm to ensure the public have the opportunity to attend.

There will be a specified number of parish councillors as committee members; no non-councillor members.

There is a staffing requirement for the issue of agendas, recording of minutes, notice of applications etc.

b) **Recreation and Environment committee or working party.**

To oversee the requirements of the parish with regard to grass cutting, lengthsman's duties, maintenance of the parish council's land at Millennium Park and Parker's Piece, street lighting, bus shelter, highways seats, notice boards.

If formed as a working party, there is no budget, all ideas and suggestions for improvements will need to be forwarded to the full council for consideration, however it will have greater flexibility for meeting (no restriction on time and place) and seeking input from non-council members. The working party will not be expected to instruct contractors or staff – such actions will be covered by the council's delegation scheme.

If formed as a committee, then a budget will be made available with the delegated spending authority. The rules regarding the issue of agenda and meeting place will apply and there will be a staffing requirement.

c) **Neighbourhood Plan Committee or Working Party** *pages 21, 22*

Two terms of reference for the NPC are attached. The first, issued in July 2012 is specifically for the creation and completion of a Neighbourhood Plan whilst the second, issued in May 2015 seeks to amalgamate Neighbourhood Planning with planning generally and environment matters generally. In practice this has not been successful as the requirements of the NPC are more specific and focussed, require more time and consideration and expects input from non-councillor members which would not be expected for 'planning' matters.

Creation of the NPC requires a different approach to that required for consideration of planning applications and for current environment-related issues.

It is therefore recommended that Neighbourhood Planning moves forward in a more flexible format of a working party with requests for funding to be considered by the full council as and when.

d) **Finance & Staffing Working Party**

Current terms of reference for Resource committee attached below. *page 23. RAM*

Due to the current limited number of members it is suggested that all Resource committee related matters are considered by the full council. Some finance issues, such as setting the precept and agreeing the annual statements can only be sanctioned by the full council in any case. However, there are times when the EO requires support from members, for instance to carry out the quarterly book-keeping checks, annual appraisal, events management and it is suggested that a working party is established to cover these requirements.

# Barnt Green Parish Council

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e) SmartWater Working Party

Depending on the parish council's decision at agenda item 89, there might be a requirement to establish a working party to oversee the roll-out of the product to all households in the parish.

Terms of Reference referred to above follow....

*Committees / working parties pages 19 & 20*

**Reasons for having committees...**

- To allow more time to be spent discussing a particular topic than would be allowed for in the full council meetings
- Well run committees with a clear remit afford the opportunity for key decisions to be made by a group of informed individuals
- To make policy and take decisions within an existing policy
- Assess the risks of taking decisions, particularly if they may be controversial
- Update members on the progress of projects
- Co-ordinate activities, for example with partner organisations
- Review performance and whether a policy had the desired effects
- Solve problems
- Consult – either members of the council, the committee or the public
- Exchange information or ideas
- Handle issues raised by councillors, the public and other organisations
- Influence effective decision-making
- Explore issues, perhaps without the constraints of a formal council meeting (for example meetings in the community to discuss Neighbourhood Plans)
- Engage people by making them feel part of the decision-making process
- Having fewer members than the full council may allow for greater flexibility

**But do be aware that committees have an associated time and cost (staffing) and should only be established if it can be demonstrated they add value to the decision-making process.**

**An effective committee has –**

- an appropriate membership for its Terms of Reference\*,
- a well briefed Chair,
- considers items of substantive business and
- has delegated authority to make informed decisions in a timely manner.

**\*Committee terms of reference will include:**

- Number of committee members (and names of members) and its quorum;
- Frequency of meetings per year (dates of the year's meetings);
- The committee's purpose;
- The committee's area of interest (its scope or 'remit');
- Any delegated authority;
- Details of budget and expenditure limits, if any.

Committees will be appointed at the annual parish council meeting when terms of reference will be reviewed and approved. A committee that is only concerned with finance cannot have any non-councillor members; all other committees may have non-councillor members. The voting rights of non-councillor members will depend on the remit of the committee, such that only if the committee is concerned with the management of land owned or occupied by the council, harbour functions (if a harbour authority), tourism functions and the management of a festival then non-council members have voting rights.

The agenda for meetings for all committees are required to be published, giving 3 clear days' notice of the meeting which must be held in public; minutes must be kept and forwarded to the council for notification and reference as it is only the committee that can approve the minutes. Committees may appoint sub-committees.

It is not possible to appoint a committee of one member and inadvisable to appoint a committee of less than three members. An advisory committee need not contain any parish council members.

## Working Parties

The Parish Council may form or disband a Working Party to carry out tasks as the council defines. Specific Terms of Reference, prepared by the EO, will be required in each instance. They are not expected to be serviced by staff and there is no restriction as to time and place of meeting.

### Operations of the Working Party

- A Working Party will not have a Budget.
- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- The number of associate (non-council) members to be agreed by the Working Party and ratified by the Full Council.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
- A Working Party must consist of at least 3 Councillors.
- Quorum is a minimum of 2 Councillors at each meeting.
- Work priorities and co-option of named experts/associates to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- There is no requirement or expectation for the Working Party to meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- There is no requirement for an agenda to be published in advance of the meeting, or of minutes to be kept (although regular reporting to full council is required).
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.


### The Role of a Working Party is:

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed.

### Working Party relationship

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

End of report.

  
5/5/2016

**Barnt Green Parish Council**

		<b>Neighbourhood Plan Committee ('Committee') Terms of Reference</b>
<b>Membership</b>	Five members ('Members') of the Parish Council ('Council')	
<b>Quorum</b>	Three Members of the Committee	
<b>Authority</b>	Local Government Act 1972, Sections 101 and 102	
<b>Conditions</b>	<p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed at the Parish Council meeting dated 30 July 2012. Thereafter, the Committee will be appointed at Annual Meeting of the Parish Council.</p> <p>The first item of business at the first meeting of the Committee after its annual appointment will be to elect the Chair.</p> <p>Unless the Council directs otherwise, the Committee may devolve its functions to working groups or to Officers of the Council as appropriate.</p> <p>The Committee will meet as required.</p> <p>Once approved, Committee minutes will be presented to the next meeting of the Council for noting only.</p> <p>Committee meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.</p> <p>Members of the Committee will receive an agenda and supporting papers. Members of the Council will receive an agenda. Agendas and supporting papers will be sent by email.</p> <p>Notice of Committee meetings will be posted in the same manner as for full meetings of the Council.</p>	
<b>Restrictions</b>	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee attending a meeting may only speak on an agenda item with the agreement of the Committee Chair.</p>	
	<b>Responsibilities</b>	<b>Powers</b>
1	To drive forward the development of the Neighbourhood Plan for Barnt Green	Committee to have the power to resolve.
2	To work with Bromsgrove District Council, Worcestershire County Council, the Department for Communities and Local Government and other appropriate agencies	Committee to have the power to: <ul style="list-style-type: none"> <li>• create Working Groups as appropriate;</li> <li>• co-opt onto Working Groups as appropriate.</li> </ul>
3	To help ensure that the whole community has appropriate opportunities to engage in the creation of the Plan	Matters of substance to be referred to Barnt Green Parish Council
4	To spend within the limits approved by Barnt Green Parish Council	Committee to have the power to spend within the allocated budget

# Barnt Green Parish Council

*Agenda item 82c  
for reference.*

## Neighbourhood, Planning and Environment Committee Terms of Reference

Presented to the Parish Council meeting dated 13 May 2015

1. The Neighbourhood, Planning and Environment Committee (Committee) will comprise not less than five members of the Parish Council (Council), including at least one of the Chair or Vice-Chair of the Parish Council.
2. The quorum for Committee meetings shall be three voting members;
3. The Committee shall determine the dates of their meetings.
4. **The Committee will undertake the following roles and functions:**
  - 4.1 Neighbourhood Planning
    - to drive forward the development of the Neighbourhood Plan for Barnt Green;
    - to work with Bromsgrove District Council, Worcestershire County Council, the Department for Communities and Local Government and other appropriate agencies;
    - to assist the community to engage in the creation of the Plan.
  - 4.2 Planning
    - to approve or otherwise any development plan or strategy proposals under planning legislation affecting the parish;
    - to make representations to the Local Planning Authority in support of any departure application;
    - to make arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions;
    - to make representations to the Local Planning Authority on any application referred to the parish council and on any other planning matter that affects the parish.
  - 4.3 Natural and built environment
    - to preserve the built character of Barnt Green and to conserve its historical environment
    - to monitor, review and make arrangements for planting and environmental improvements;
    - to monitor, review and make arrangements for the Council's parks, fields and open spaces;
    - to monitor, review and make arrangements with appropriate authorities for public paths;
    - to monitor, review and make arrangements with appropriate authorities for highways and street lighting;
    - to maintain and improve the local environment.
  - 4.4 General
    - to undertake activities referred to it by the Council.

**Enclosure C(i): Resources Committee terms of reference  
Presented to the Parish Council meeting dated 13 May 2015**

1. The Resources Committee (Committee) will comprise not less than five members of the Parish Council (Council), including at least one of the Chair or Vice-Chair of the Parish Council.
2. The quorum for Committee meetings shall be three voting members;
3. The Committee shall determine the dates of their meetings.

**4. The Committee will undertake the following roles and functions:**

**4.1 Resources:**

- to determine all the resource requirements of the Council and make recommendations to the Council. Resources include finances, land and property, employees and contractors;
- to fulfil the Council's responsibility for ensuring sound financial management;
- to take necessary actions arising from the internal auditor's report;
- to take necessary actions to allow the Council to complete satisfactorily the annual governance statement in the annual return to the external auditor;
- to issue, vary and terminate employment contracts;
- to recommend to the Council an annual budget and precept;
- to regularly monitor income & expenditure and to make recommendations to the Council;
- to incur & authorise expenditure not otherwise delegated another Committee / employee.

**4.2 Communications and events:**

- to identify possible events and make recommendations to the Council;
- to monitor, review and make arrangements for the Council's website;
- to monitor, review and make arrangements the Parish Council newsletter;
- to consider how to improve Council communications and make recommendations to the Council.

**4.3 Safety:**

- to fulfil the Council's responsibility for risk management;
- to keep under review the safety of the community within the parish and make recommendations to the Council on any matters involving community safety;
- to liaise with the emergency services in relation to community safety matters;
- to liaise with the local planning and highways authorities on community safety matters affecting the parish in relation to their functions;
- to liaise with the District Council, County Council, NHS bodies, Environment Agency and other public bodies on community safety matters affecting the parish;
- to encourage and support community involvement in community safety initiatives within the parish.

**4.4 General**

- to undertake the staffing responsibilities delegated by the Council;
- to undertake activities referred to it by the Council or not otherwise delegated to another Committee or employee;

In exercising its staffing roles and function the Committee will be mindful of:

- the legal framework for, and good practice in, employment matters;
- the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee;
- the nationally negotiated model contract and terms and conditions for the employment of the Clerk to the Council;
- the CALC model Member-Officer Protocol;
- the Clerk's line manager responsibility for all other staff.

### Agenda item 83 – Nominations to committees and working parties

Depending on the council's decision to agenda item 82, members will be expected to be nominated to serve on the respective committees / working parties. Each committee requires at least 3 members whilst there is no minimum for a working party.

### Agenda item 84 – Representation

It is expected that last year's nominations for the parish council to be represented on other bodies will continue, ie

- (i) Worcestershire County Association of Local Councils; Cllrs Cholmondeley & Whitehand as voting members with all other members welcome to attend the quarterly meetings.
- (ii) Council for the Protection of Rural England (Cllr S Whitehand)
- (iii) St Andrew's School (Cllr C Hotham)
- (iv) Pensions Regulator (Cllr R Cholmondeley)

### Agenda item 85 – Governance

- a) There are still two vacant seats that must be filled by co-option.
- b) Annual review of:
  - (i) Standing Orders – current copy is saved in a dropbox folder here: <https://www.dropbox.com/s/55leqls1okcqqwl/Standing%20Orders%20last%20amended%20140917.pdf?dl=0> and is available on the website.
  - (ii) Financial Regulations – current copy is saved in a dropbox folder here: <https://www.dropbox.com/s/ekadt15qfxiqhxi/Financial%20Regulations%20last%20amended%20150114.pdf?dl=0> and is available on the website.
  - (iii) Members' Code of Conduct – no expectation to change this, it's included more as a reminder of the expectations placed upon members. Copy has been saved to the dropbox here: <https://www.dropbox.com/s/n10nnecce1gmigo/Code%20of%20Conduct.pdf?dl=0> and is available on the website.
  - (iv) Asset Register – this has been updated to end of April 2016 see attached below.
- c) Confirmation of insurance arrangements. Currently tied in to a 3-year agreement with Zurich, cover includes for public liability limited to £15m; products liability and pollution; employers' liability; officials' indemnity; business interruption; furniture, fixtures and fittings; money; hirers' liability; libel and slander; fidelity guarantee; legal expenses. Renewed annually on 1<sup>st</sup> June; this year's renewal was £1,036.16.
- d) Review of annual subscriptions:
  - Worcestershire County Association of Local Councils: provides support to members and clerks, training, advice etc. Annual subscription is split between the county association (£618.91) and the National Association based in London (£93.98).
  - CPRE (Campaign to Protect Rural England); annual cost is £36.00.
  - SLCC (Society of Local Council Clerks) – £166 in 2015/16, full cost is shared with other parish council; membership provides for support to EO, CPD and training.
- e) Review of the parish council's Complaints Procedure, as below, on the page after the Asset Register; this is also available on the website.
- f) f) and g) Review of policies for f) handling freedom of information requests and g) dealing with the press and media – to be advised.
- h) Date and time of parish council meetings: as per schedule attached below on page after the Complaints Procedure.
- i) Proposed Balances and Reserves Policy, as attached at page  
It is helpful, in the event that the external auditor asks why the council has a large un-earmarked reserve, to have an approved policy for dealing with balances and reserves.
- J) Proposed policy on community support. It would be helpful to make explicit the council's over-arching policy on the extent of support that will be given to the community in the form of events, funding request for grants and donations, community groups, charities etc. Thus there will be an implied acceptance in principle for requests for support from particular sectors of the community eg those related to arts and the provision of arts-related activities, sports and the associated health benefits, youth, the elderly/vulnerable, heritage conservation and improvement, environment etc.

Items on next pages relate to Asset Register, <sup>p25</sup> Complaints Procedure, <sup>pp's 26, 27</sup> Meetings Calendar 16/17, <sup>page 28</sup> Balances and Reserves Policy, <sup>page 29</sup>.



# Agenda item 85 (iv)

## Fixed asset register as at 31 March 2016

	Acquired	2012/13	2013/14	2014/15	2015/16			
<b>Lighting</b>								
13 x heritage style columns	2003/2009	20,000	20,000	20,000	20,000			
55 x Steel columns	Various	56,000	56,000	56,000	56,000			
Christmas lighting	2008/2009	5,470	5,470	5,470	5,470			
	2010/2011	3,300	<b>84,770</b>	3,300	<b>84,770</b>	3,300	<b>84,770</b>	<b>84,770</b>
<b>Millennium Park</b>								
Freehold land comprising the park fronting Hewell Rd & Sandhills Rd	1957	0	0	0	0			
Brick bus shelter		10,000	10,000	10,000	10,000			
Bus shelter light	2015							350
Fencing/railings	2006/2008	4,000	4,000	4,000	4,000			4,000
Notice board	2004	1,500	1,500	1,500	1,500			1,500
Millennium Arch	1999	3,000	3,000	3,000	3,000			3,000
Lighting column	2008	1,600	1,600	1,600	1,600			1,600
Park gate	2008	1,000	1,000	1,000	1,000			1,000
Entrance pillars	2008	1,600	1,600	1,600	1,600			1,600
Benches	2008	2,700	2,700	2,700	2,700			2,700
Litter/dogwaste bins	2009	4,000	4,000	4,000	4,000			4,000
Slide and firemans pole and safety surface	2004/2011	10,000	10,000	10,000	10,000			10,000
Stilt slide and safety surface	2004	6,500	6,500	6,500	6,500			6,500
Roundabout and safety surface	2006	2,500	2,500	2,500	2,500			2,500
Set of 4 swings and safety surface	2008	10,600	10,600	10,600	10,600			10,600
Climbing frame	2012	8,850	<b>67,850</b>	8,850	<b>67,850</b>	8,850	<b>67,850</b>	<b>68,200</b>
<b>Bittell Road Playing Field (Parker's Piece)</b>								
Leasehold land comprising playing field to the north east of Bittell Road	1994	0	0	0	0			
Vehicle gate		1,000	1,000	1,000	1,000			1,000
Pedestrian gate		250	250	250	250			250
Fencing	2006	6,000	6,000	6,000	6,000			6,000
Goalposts and sockets	2006	1,000	1,000	1,000	1,000			1,000
Basketball goal and surface	2006	1,000	1,000	1,000	1,000			1,000
Litter/dogwaste bins	2007	3,000	3,000	3,000	3,000			3,000
Wooden benches	2007	2,750	2,750	2,750	2,750			2,750
Adventure trail equipment	2009	4,000	4,000	4,000	4,000			4,000
Adventure trail equipment	2010	6,000	6,000	6,000	6,000			6,000
Benches	2011	350	<b>25,350</b>	350	<b>25,350</b>	350	<b>25,350</b>	<b>25,350</b>
<b>Highways</b>								
Gateway signs + fingerposts	2008/09	3,600	3,600	3,600	3,600			3,600
Bench Bittell Rd/Bittell Farm Rd junction	2008	800	<b>4,400</b>	800	<b>4,400</b>	800	<b>4,400</b>	<b>4,400</b>
<b>Highway Sundries</b>								
Signage	2009	100	100	100	100			100
Hanging baskets		800	0	0	0			0
Bench (Hewell Rd)	2008	800	800	800	800			800
Noticeboard (Station Approach)	2009	2,000	2,000	2,000	2,000			2,000
Benches 9Hewell Rod	2010	1,300	1,300	1,300	1,300			1,300
Bench (Hewell Rd)	2012	710	710	710	710			710
Bench (x2) Blackwell Rd, Bittell Rd	2013	0	1,280	1,280	1,280			1,280
Planters, Hewell Road	2015							4,490
Defibrillator, cabinet and pads	2015		<b>5,710</b>		<b>6,190</b>		<b>6,190</b>	<b>767</b>
								<b>11,447</b>
<b>Office Equipment</b>								
Filing cabinets	2005	195	195	195	195			195
Laser printer	2005	250	250	250	250			250
4 Laptops for EO and Councillors	2007	900	0	0	0			0
Chairs + workstation	2010	500	500	500	500			500
Laptop	2012	410	410	410	410			410
Laminator	2012	155	155	155	155			155
Scanner	2013	320	<b>2,730</b>	320	<b>1,830</b>	320	<b>1,830</b>	<b>1,830</b>
<b>Total as per Annual Return</b>			<b>190,810</b>		<b>190,390</b>		<b>190,390</b>	<b>195,997</b>



# Barnt Green Parish Council

## Complaints Procedure

As at November 2015



**Barnt Green Parish Council** is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received, or are unhappy about an action or lack of action, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint. This form tells you:

- the type of complaints that can be addressed using this procedure;
- how to contact us with your complaint;
- what information we will ask you to provide;
- what we will do when we hear from you;

### The type of complaints that can be addressed using this procedure

This procedure should be used to address complaints about Council administration and procedures and may include complaints about the way Council employees have dealt with your concerns.

It is not appropriate to deal with all complaints using this procedure. For example, complaints about financial irregularity, criminal activity, councillor or employee conduct require special consideration or may be subject to other Council or third party procedures. In the event that your complaint does not fall within the scope of this procedure please contact either the Executive Officer or the Chair of the Council for further advice

### How to contact us with your complaint

You can contact the Executive Officer to advise that you have a complaint as follows:

- by telephone on 0121 447 9893;
- by email to [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)
- in writing to 80 Hewell Road, Barnt Green, Birmingham, B45 8NF;
- in person at the above address on Tuesday, Wednesday or Thursday between 10.00am and 1.00pm;

You can contact the Chair of the Council to advise that you have a complaint as follows:

- by telephone on 0121 445 4214;
- by email to [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)
- in writing to 80 Hewell Road, Barnt Green, Birmingham, B45 8NF;

## Information we will ask you to provide

We will ask you to provide the Council with:

- your name and contact details;
- details of your complaint;
- details of any prior contact with the Council about the matter;
- an indication of the outcome you are seeking.

Please use the Council's Complaint Report Form when making a complaint under this procedure. This form can be downloaded from the Council's website at [www.barntgreen.org.uk](http://www.barntgreen.org.uk) or sent to you by the Executive Officer.

## What we will do when we hear from you

On receiving your completed Complaint Report Form the Council will investigate the matter fully and will obtain further information as required.

In the first instance, your complaint will be investigated by the Executive Officer. If this is not acceptable, or the Executive Officer does not feel that it is appropriate, your complaint will be investigated by the Chair of the Council.

We may be able to give you an answer straight away. If not, we will use our best endeavours to notify you, by email or in writing, of the outcome of your complaint within 10 days of hearing from you. If we cannot give you a full answer within 10 days we will give you a progress report, explain why we need more time to investigate further and tell you when you can expect a full answer.

If you are dissatisfied with the outcome of the investigation you may ask for your complaint to be referred to the full Council. If procedures permit, and the information required by the Council is available, the complaint will be heard at the next Council meeting. If this is not possible, the complaint will be heard at the following Council meeting.

Where a complaint is referred to the Council, the circumstances of the complaint will be considered and, if necessary, the public and press will be excluded from that part of the agenda under which the matter is discussed. You will be advised of the Council's decision within 5 days of the meeting. The decision will be recorded in the minutes of the meeting.



## BARNT GREEN PARISH COUNCIL

80 Hewell Road, Barnt Green, Birmingham B45 8NF  
Tel: 0121 447 9893 / e-mail: [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)  
Website: [www.barntgreen.org.uk](http://www.barntgreen.org.uk)

### DATES OF PARISH COUNCIL MEETINGS

#### For the civic year 2016/17

Usually 1<sup>st</sup> Wednesday of each month, 7pm start

2016	Wednesday 1 <sup>st</sup> June
	Wednesday 6 <sup>th</sup> July
	Wednesday 7 <sup>th</sup> September
	Wednesday 5 <sup>th</sup> October
	Wednesday 2 <sup>nd</sup> November
	Wednesday 7 <sup>th</sup> December
2017	Wednesday 4 <sup>th</sup> January
	Wednesday 1 <sup>st</sup> February
	Wednesday 1 <sup>st</sup> March
	Wednesday 5 <sup>th</sup> April
	Wednesday 3 <sup>rd</sup> May Annual Parish Council Meeting

**Annual Parish Meeting – the annual assembly of electors – will be held on Wednesday 26<sup>th</sup> April 2017**

All meetings are open to the public  
at 80 Hewell Road B45 8NF (unless otherwise notified)

Dates of Committee meetings will be notified in due course.

## BARNT GREEN PARISH COUNCIL

### Policy on Balances and Reserves

It is necessary for the Council to responsibly manage its funds and to consider how to treat any surplus funds at the end of the financial year. In order to do this, the Council will aim to establish:

- **General Fund** This is the 'working balance' required during the year for day-to-day expenditure. A slight surplus in this fund will help to cover uneven cash flows and avoid temporary borrowing in the event of, say, late arrival of precept;
- **Contingency Fund** This is the amount held in reserve to help the council cope with any unexpected events or emergencies; and
- **Earmarked Fund** This is the amount that will grow over time to meet the costs of specific planned projects. There may be more than one Earmarked Reserve and there may be a restricted, ring-fenced, reserve the funds in which can only be used for a certain purpose.

#### Amounts

The amounts held in the funds will be reviewed at least annually and ratified by the full council at a properly convened meeting.

**General Fund:** between three and twelve months' gross expenditure. This would range between £15,000 and £61,000 and as at May 2016 is set at £50,000

**Contingency Fund:** as at May 2016 it is £10,000.

**Earmarked Funds:** currently stands at £11,866 of which £2,500 has been allocated for the production of the Neighbourhood Plan; future projects could include - new website, flagpole, completion of pathway across Parkers Piece, Toilets in Millennium Park, Cycle Racks.

Agreed at the parish council meeting held 12<sup>th</sup> May 2016

Signed.....  
Chairman

# Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF | tel: 0121 447 9893 | exec@barntgreen.org.uk

## Agenda item 86 – Executive Officer's report

To follow

## Agenda item 87 – Finance Report

- a) Financial position at end of financial year 2015/16, see below next page, page 31.
- b) To note receipts and payments for April 2016 & to be advised of May payments, as page 32.
- c) Depending on the council's decision regarding a Balances and Reserves Policy (agenda item 85i), members will be asked to allocate amounts to specific funds.
- d) To approve the Annual Accounting Statements – as attached, pages 33, 34.  
This is Section 2 of the Annual Return; section 1, the Annual Governance Statement, was approved at the parish council meeting held on 6<sup>th</sup> April (minute 67 refers). The external auditor asks for an explanation of all variances of more than 15% and also asks for details of any earmarked or restricted reserves held by the parish council at 31/03/2016.
- e) The Building Society's records for the parish council address relate to an ex-councillor and the council must notify the Building Society of the change. Members are asked to authorise the notification.
- f) To note change in office telephone and broadband provider: the EO has negotiated a reduction in costs following a BT mis-sale; the costs proposed by BT would have been £720pa. The current provision is for annual line rental paid in advance £185.88 + £9pcm call charges; unlimited broadband, annual cost of £293.88.
- g) To note the introduction of bank charges at Unity Trust Bank of £6pcm. A review of other banks shows they also charge for similar accounts. The UTB is judged to be responsive, professional and understanding of the needs of the local government sector and there is therefore no recommendation to close the account.
- h) To agree to closure of account at Lloyds Bank. The funds in the Lloyds account were removed last year but the account has not been closed, resulting in the receipt in the parish council office of monthly statements showing a nil balance. Telephone calls to the bank have been non-productive as the EO is not a signatory to the account.
- i) Use of the parish council office for CPRE meetings. Due to the relocation of Bromsgrove DC offices to a less accommodating site, CPRE has nowhere to meet. Since many of the members are from this side of town the parish council has been asked if it would allow use of the office for their periodic meetings. A nominal sum of £5 has been suggested. Members are asked to ratify this decision.

## Agenda item 88 – Planning

Members are asked to comment on the following notifications:

<b>Log no. 027</b> <b>16/0127</b>	Land Opposite Underhill, Aqueduct Lane,	Replacement of existing detached garage
<b>Log no. 028</b> <b>16/0330</b>	77 Bittell Road, Barnt Green,	Removing substandard existing pitched and flat roofs and replace with higher pitched roof.
<b>Log no. 029</b> <b>16/0283</b>	29 Blackwell Road, Barnt Green, B45 8BT	1st Floor Side Extension, Single Storey Rear Extension, Porch to Front & Pitched Roof to Front
<b>Log no. 030</b> <b>16/0332</b>	73 Hewell Road, Barnt Green, B45 8NL	To modify an existing extension - a) to make it 60cm wider b) to replace the existing, flat roof with a mono-pitched roof c) replace the existing end window with timber bi-fold doors with 'juliet balcony' in front.

The plans for each of these applications can be viewed in the dropbox:  
<https://www.dropbox.com/sh/1I77z80tmhhmg2n/AACUz6SOsZUBi1SOFR4vZbska?dl=0>

Barnt Green Parish Council  
Statement to fye 31/03/2016  
Receipts and Payments as at 04/04/2016  
(subject to amendment)

	2015/16 budget	2015/16 ytd actual	2015/16 Funds remaining
<b>RECEIPTS</b>			
Precept paid in current year	57,200.00	57,200.00	0.00
Interest	470.00	484.38	14.38
Lengthsman Refund	2,000.00	1,382.00	-618.00
VAT Refund	3,600.00	5,260.41	1,660.41
Miscellaneous	567.50	3,530.05	2,962.55
<b>Total Receipts</b>	<b>63,837.50</b>	<b>67,856.84</b>	<b>4,019.34</b>
<b>PAYMENTS</b>			
Staff Costs	15,245.87	16,150.28	-904.41
Chairman's Allowance	412.70	343.00	69.70
Office Running costs	6,075.65	7,098.89	-1,023.24
Training and Publications	116.25	168.46	-52.21
Meeting Rooms and Refreshments	25.00	27.00	-2.00
Subscriptions	795.13	847.86	-52.73
Insurance	1,796.37	1,026.92	769.45
Auditor Fees	410.00	415.00	-5.00
Legal Fees	0.00	200.00	-200.00
Loan repayments	707.49	0.00	707.49
Election costs	0.00	89.70	-89.70
Donations	0.00	0.00	0.00
General Administration Costs	270.76	771.61	-500.85
VAT	5,705.72	4,915.95	789.77
<b>Administration</b>	<b>31,560.94</b>	<b>32,054.67</b>	<b>-493.73</b>
Newsletters	1,225.00	980.00	245.00
Website	696.00	736.00	-40.00
<b>Communication</b>	<b>1,921.00</b>	<b>1,716.00</b>	<b>205.00</b>
Park Mowing	780.00	756.00	24.00
Park Maintenance	803.42	1,049.88	-246.46
Park Safety Inspections	175.00	140.00	35.00
<b>Millennium Park</b>	<b>1,758.42</b>	<b>1,945.88</b>	<b>-187.46</b>
Field Mowing	2,734.32	1,822.88	911.44
Field Maintenance	1,708.53	1,338.96	369.57
Field Safety Inspections	175.00	140.00	35.00
<b>Parker's Piece</b>	<b>4,617.85</b>	<b>3,301.84</b>	<b>1,316.01</b>
Hanging baskets	429.11	416.25	12.86
Planters	454.25	786.67	-332.42
Maintenance	810.00	784.61	25.39
<b>Environment</b>	<b>1,693.36</b>	<b>1,987.53</b>	<b>-294.17</b>
Street Lights Maintenance	3,426.75	3,196.95	229.80
Electricity	2,483.32	2,256.42	226.90
Christmas lights	6,763.37	5,640.74	1,122.63
<b>Street lighting</b>	<b>12,673.44</b>	<b>11,094.11</b>	<b>1,579.33</b>
Lengthsman charges	2,191.56	2,000.00	191.56
Highways	0.00	210.00	-210.00
<b>Highways</b>	<b>2,191.56</b>	<b>2,210.00</b>	<b>-18.44</b>
Events	323.10	904.15	-581.05
Section 137	0.00	0.00	0.00
Neighbourhood Plan	255.00	0.00	255.00
Fixed Assets	1,279.00	5,607.40	-4,328.40
<b>Miscellaneous</b>	<b>1,857.10</b>	<b>6,511.55</b>	<b>-4,654.45</b>
<b>Total Payments</b>	<b>58,273.67</b>	<b>60,821.58</b>	<b>-2,547.91</b>
<b>Total Receipts</b>	<b>63,837.50</b>	<b>67,856.84</b>	<b>4,019.34</b>
<b>Total Payments</b>	<b>58,273.67</b>	<b>60,821.58</b>	<b>-2,547.91</b>
<b>Net 2015/16 cashflow surplus/deficit</b>	<b>5,563.83</b>	<b>7,035.26</b>	<b>1,471.43</b>

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v001 / R1	First half precept	28,825.00			-
v002/R2	Council Tax Support Grant	634.00			-
v003	Footway installation, Parker's Piece		5,481.60	913.60	4,568.00
v004	Xmas lighting, 3rd year		1,092.00	182.00	910.00
v005	Xmas lighting, storage and carriage		558.00	93.00	465.00
v006a	Play area safety inspections, MillPark		105.00	17.50	87.50
v006b	Play area safety inspections, P'sPiece		105.00	17.50	87.50
v007	Playing field maintenance, March 2016		273.43	45.57	227.86
v008	Parish Council office electricity		195.05	9.28	185.77
v009/R3	Lengthsman repayment	500.00			-
v010	Lengthsman's charges, 1st quarter 2016		500.00	-	500.00
v011	office landline		28.72	4.79	23.93
v011a	Street lighting energy, March 2016		216.10	36.01	180.09
v011b	Street lighting energy, March 2016		11.98	0.57	11.41
v012	Dog waste bin emptying, 1st Q Mill Park		58.25	9.71	48.54
v013	Dog waste bin emptying, 1st Q P'sPiece		157.47	26.25	131.22
v014 /R4	Wayleave re gas equipment on Mill Park	57.50			-
v015a	Mill Park grass cut, March		56.00		56.00
v015b	Mill Park maintenance, March		30.00		30.00
v015c	Village verges cut, March		28.00		28.00
v016	Hire of hall for Shindig event		50.00		50.00
v017	Salary, April 2016		1,003.19		1,003.19
v018	Hire of traffic cones for Sport Relief		60.00	10.00	50.00
v019	Plus net - annual fee for line rental		201.87	33.64	168.23
v020/R5	Purchase of Shindig tickets	47.00			-
v021/R6	Purchase of Shindig tickets	40.50			-
v022/R7	16/04/2016 Ticket & refreshment sales	439.10			-
v023	Street light maintenance, April 2016		264.00	44.00	220.00
v024	Portable toilets for Sport Relief Mile		216.00	36.00	180.00
v025	Annual subscription to CALC and NALC		836.67	123.78	712.89
V026	Supply of Good Councillors Guide, x9		24.30		24.30
v027	Website support		58.00		58.00
v028	Pension contributions		149.23		149.23
v029	Annual insurance cover		1,036.16		1,036.16
v030	Final broadband payment		26.18	4.36	21.82
v031	Play surface repair		259.20	43.20	216.00
v032	Hire of meeting room for APM		28.00		28.00
v033	First aid cover for Sport Relief Mile		380.00		380.00
v034	Shindig theatre event		389.70	64.95	324.75
v035/R8	Interest 2015 not already credited	10.00			-
Totals for April 2016		30,553.10	13,879.10	1,715.71	12,163.39



## Annual Return Section 2 – Accounting Statements 2015-16.

	Year ending		Notes and guidance on completion of this form
	31/03/2015 £	31/03/2016 £	
1. Balances brought forward	90,836	64,831	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept	28,108	57,200	Total amount of precept of rates received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,817	10,657	Total income or receipts as recorded in the cashbook less the precept received. Include any grants received.
4. (-) Staff costs	15,665	16,150	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (Employers and employees), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	583	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6. (-) All other payments	45,682	44,671	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	64,831	71,866	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	64,831	71,866	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	190,390	195,997	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the Council as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing trust funds or assets.
		✓	

This statement of accounts is unaudited and may be subject to change.

Other information for external audit:

### Bank Reconciliation -

	£
<b>A Balance on the bank statement at 31 March 2016</b>	<b>71,866.47</b>
<b>Outstanding items</b>	
<b>B Less unpresented cheques (to agree with attached list)</b>	<b>0</b>
<b>C Plus uncleared payments into bank (to agree with attached list)</b>	<b>0</b>
<b>D Petty Cash Plus any petty cash balance held at 31 March 2016</b>	<b>0</b>
<b>E Balance in the cash book (Authority's own records) at 31 March 2016 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)</b>	<b>71,866.47</b>

External Auditor, Grant Thornton, asks for explanations of all variances of more than 15%; variances of less than 15% or less than £250 need not be explained, hence notes 1, 2 & 3.

Box No	Description	31/03/2015	31/03/2016	Variance	%	
1	Balances brought forward	90,836	64,831			
2	Annual Precept (note 1)	28,108	57,200	29,092	103.5	note 1
3	Total other receipts (note 2)	7,817	10,657	2,840	36.3	note 2
4	Staff costs	15,665	16,150	485	3.1	
5	Loan interest or capital repayments (note 3)	583	0	-583	100	note 3
6	All other payments	45,682	44,671	-1,011	2.2	
7	Balances carried forward	64,831	71,866			
8	Total cash and short term investments	64,831	71,866			
9	Total fixed assets or long term investments	190,390	195,997	5,607	2.9	
10	Total borrowings	0				

		31/03/2015	31/03/2016	Variance	%
<b>Note 1</b>	<b>Annual precept</b>	28,108	57,200	29,092	103.5
Reason	The annual precept for 2014/15 was £56,215.76. The Billing Authority paid the first of two equal instalments of the 2014/15 early, in March 2014 and it was therefore accounted for in the 13/14 financial year. The annual precept for 2015/16 was £57,200, for which two equal instalments were received during the year.				

		31/03/2015	31/03/2016	Variance	%
<b>Note 2</b>	<b>Total other receipts</b>	7,817	10,657	2,840	36.3
Reason 1	Interest	972	484	-488	-50.2
	2015 saw Lloyds bond mature £660 + 3 further bond interest payments totalling £262.74; bank interest was £35.81 and building society interest was £13.70. The bonds were converted into cash and invested in building society, thus 2016 bank interest totalled £38.78 and building society interest was £445.60.				
Reason 2	Lengthsman refund	1,454	1,382	-72	-4.9
	No explanation required				
Reason 3	VAT refund	5,134	5,260	127	2.5
	No explanation required				
Reason 4	Miscellaneous	258	3,530	3,273	1270.9
	Council Tax Support Grant was nil in 2015, £1,379 in 2016.				
	District member funding not provided 2015, £350 provided 2016				
	Donation received in 2016 of £577 towards seat in memory of parish resident				
	Ticket and refreshment sales nil 2015, £512 in 2016				
	Hire of football ground £170 in 2015, £340 in 2016.				
Petty cash internal transfer, £0 in 2015 and £300 in 2016					

		31/03/2015	31/03/2016	Variance	%
<b>Note 3</b>	<b>Loan interest or capital repayments</b>	583	0	-583	100
Reason	Loan was paid off at the end of previous financial year, prior to 01/04/2015				

<b>Bank Reconciliation</b>		£	
Balance on the bank statement at 31/03/2016		71,866.47	A
<b>Outstanding items</b>			
Less unrepresented cheques (see list)		-	B
Plus uncleared payments into bank		-	C
<b>Petty Cash</b>			
Plus any petty cash balance held at 31/03/2016		-	D
Balance in the cash book at 31/03/2016		71,866.47	E
ie A-B+C+D=E and agrees with Box 8 above			

Agenda item 89 – Project undertaking

Cllr E Gumbley will talk to this item relating to the proposal to purchase enough SmartWater kits for all, or up to 80%, of households in the parish.

The mass usage of the product in the area will earn the title of SmartWater Village and act as an effective deterrent to would-be burglars.

It is assumed the discounted cost would be IRO £8,000.

Agenda item 90 – Date and time of next meeting

As agreed at item 85h, expected to be 1<sup>st</sup> June 2016.

End of report  
Gill Lungley, 5<sup>th</sup> May 2016  
Executive Officer  
Barn Green Parish Council