

**Minutes of the Annual Parish Council Meeting
Wednesday, 10 May 2023 at 19:15
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green**

Present:

Cllr Clive Hill – Chairman
Cllr Mike Kay
Cllr Jon Horton
Cllr Mark Noblet
Cllr Carole Pearce
Cllr Paul Powell
Cllr Leigh Trevis

Clerk: Julie Brennan

Deputy Clerk: Wendy Kent

Public: 3

1. Election of Chairman for 2023/24

The Clerk asked the members present for their proposals to elect a Chairman for the coming year. Cllr Jon Horton thanked Cllr Clive Hill for his previous service and proposed that he be elected as Chairman for 2023/24 and this was seconded by Cllr Leigh Trevis.

Proposed: Cllr Jon Horton

Seconded: Cllr Leigh Trevis

All in Favour

It was resolved that Cllr Clive Hill be appointed as Chairman.

1.1. Declaration of Acceptance into Office - Chairman

Cllr Clive Hill signed the Declaration into Office which was countersigned by the Clerk.

2. Election of Vice Chairman for 2023/24

Cllr Clive Hill proposed Cllr Jon Horton be appointed as Vice Chairman and this was seconded by Cllr Paul Powell.

Proposed: Cllr Clive Hill

Seconded: Cllr Paul Powell

All in Favour

It was resolved that Cllr Jonathan Horton be appointed as Vice Chairman.

2.1. Declaration of Acceptance into Office – Vice Chairman

Cllr Jonathan Horton signed the Declaration into Office which was countersigned by the Clerk.

2.2. Extension of deadline for signature of the Declaration of Acceptance of Office form

Cllr Clive Hill advised that all Declaration of Acceptance of Office forms should be signed at or before this meeting and asked for approval for the deadline to be extended to 7 June 2023 so that absent councillors could comply.

Proposed: Cllr Mark Noblet

Seconded: Cllr Paul Powell

All in Favour

It was resolved that the deadline for the signing of Declaration of Acceptance of Office forms was extended to 7 June 2023.

3. Apologies

Apologies had been received and accepted from Cllr Wayne Hadley and Cllr Sue Rogers.

4. Declaration of Interests & Dispensations

None

5. To note the minutes of the Annual Council Meeting held on 4 May 2022

It was noted that the minutes from the Annual Council meeting held on 4 May 2022 has been signed as a true and accurate record at the 1 June 2022 Parish Council meeting.

6. Appointment of members for each of the Internal Committees

6.1. Appointment of Members

Members discussed the existing committee structure which it was agreed would remain unchanged save for the addition of Cllr Paul Powell to the F&GP, Recreation and Planning Committees and Cllr Leigh Trevis to the Recreation Committee. It was also agreed that Cllr Trevis would join the Staffing Committee should a vacancy occur.

F&GP Committee: Cllr Mike Kay (Chairman), Cllr Sue Rogers, Cllr Mark Noblet, Cllr Clive Hill, Cllr Paul Powell

Recreation Committee: Cllr Clive Hill (Chairman), Cllr Wayne Hadley, Cllr Carole Pearce, Cllr Sue Rogers, Cllr Paul Powell & Cllr Leigh Trevis

Planning Committee: Cllr Jon Horton (Chairman), Cllr Clive Hill, Cllr Carole Pearce, Cllr Mark Noblet & Cllr Paul Powell

Staffing Committee: Cllr Wayne Hadley (Chairman), Cllr Jon Horton, Cllr Mike Kay, Cllr Clive Hill & Cllr Carole Pearce

Emergency Committee: PC Chairman, PC Vice Chairman and Committee Chairmen

Pavilion Working Group: Cllr Jon Horton (Chairman), Cllr Clive Hill, Cllr Sue Rogers, Cllr Mike Kay and Leigh Trevis & Steve Wragg

Proposed: Cllr Mark Noblet

Seconded: Cllr Leigh Trevis

All in favour

It was resolved that the Committee structure would remain unchanged save for the addition of Cllr Powell to the F&GP, Recreation and Planning committees and Cllr Trevis to the Recreation Committee.

6.2. Terms of Reference for the Committees

The Clerk was asked to make the following amendments to the circulated Terms of Reference:

- The Planning Committee be allocated a budget of £2,000;
- The F&GP terms be amended to include the consideration of CIL monies;
- The Recreation Committee terms to be amended to remove the reference to CIL monies.

Action item: Clerk to amend terms of reference as noted and to include an item on the 7 June 2023 Parish Council meeting agenda for their approval.

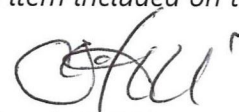
Action item: Clerk to add an item to the 7 June 2023 agenda for the agreement to close applications for grants from CIL monies going forward.

Proposed: Cllr Mike Kay

Seconded: Cllr Mark Noblet

All in favour

It was resolved that the terms of reference be amended and an item included on the agenda for the 7 June 2023 Parish Council meeting for their approval.



Chairman's signature:

7. Appointment of members to serve as representative of the Parish Council on Outside Bodies & External Committees

Members reviewed the existing structure and agreed that Cllr Mark Noblett would join the HS2 Committee and Cllr Paul Powell the Solihull Area Meeting. All other representatives to remain unchanged.

Parish Hall Trustees: Cllr Clive Hill, Cllr Claire Kelly and Cllr Mark Noblet

Marston Green Village Charitable Trust: Cllr Clive Hill

Airport: Cllr Jon Horton

HS2: Cllr Mark Noblet

Solihull Area Committee: Cllr Paul Powell

Proposed: Cllr Jon Horton

Seconded: Cllr Leigh Trevis

All in favour

It was resolved that save for the appointment of Cllr Mark Noblet to the HS2 Committee, and Cllr Paul Powell to the Solihull Area Meeting, the existing external committee structure would remain unchanged.

8. To adopt Standing Orders 2023

Cllr Clive Hill asked if members were happy to proceed with the formal adoption of the Standing Orders.

Proposed: Cllr Mike Kay

Seconded: Cllr Mark Noblet

All in favour

It was resolved that the standing Orders were adopted by the Parish Council.

9. To adopt Financial Regulations 2023

Cllr Hill asked if members were happy to proceed with the formal adoption of the Financial Regulations.

Proposed: Cllr Mike Kay

Seconded: Cllr Leigh Trevis

All in favour

It was resolved that the Financial Regulations were adopted by the Parish Council.

10. Review of Asset Register

Cllr Hill asked if members were happy to approve the Asset Register.

Proposed: Cllr Leigh Trevis

Seconded: Cllr Clive Hill

All in favour

It was resolved that the Asset Register was approved by the Parish Council

11. Approval of the 2023/24 meeting dates for the Parish Council and its Committees

The Parish Council and Committee Meeting dates for 2023/234 were approved.

Proposed: Cllr Mike Kay

Seconded: Cllr Leigh Trevis

All in favour

It was resolved that the Parish Council and Committee Meeting calendar was approved.

12. Review of the Bank Mandate and signatures

The members agreed to amend the bank mandate to remove Cllr Kim Wallace and Cllr Karen Dunn who had both stood down from the Parish Council and add Cllr Sue Rogers and Cllr Mark Noblet.

Proposed: Cllr Mike Kay

Seconded: Cllr Paul Powell

All in favour



It was resolved that Cllr Kim Wallace and Cllr Karen Dunn be removed from the bank mandate and Cllr Sue Rogers and Cllr Mark Noblet be added.

Action item: Clerk to prepare a new bank mandate for signature and then forward this to HSBC

13. Year End Bank Reconciliation as at 31 March 2023

The Clerk had circulated a copy of the Bank Reconciliation report for the year ending the 31 March 2023 and this was duly noted.

14. Review of Financial Risk Assessment 2023

Members discussed the document and it was noted that the Internal Auditor had suggested widening the remit to include details of non-financial risk assessments and renaming it as the "Risk Assessment".

Proposed: Cllr Mark Noblet

Seconded: Cllr Mike Kay

All in favour

It was resolved that the Financial Risk Assessment was approved and would be amended to include other risk assessments and renamed 'Risk Assessment' going forward.

15. Review of Council Procedures

- 15.1. Complaints Procedure
- 15.2. Freedom of Information Model Publication Scheme
- 15.3. General Data Protection Regulations – Privacy Policy
- 15.4. Good Practice for dealing with the Press & Media
- 15.5. Copyright Guidance – Legal Topic Notice 39
- 15.6. Local Government Association Code of Conduct for Councillors

Cllr Hill noted that all documents were unchanged from the 2022/23 versions except for the Code of Conduct which had been replaced with a new document that was based on the one used by SMBC but adapted for the Parish Council.

Proposed: Cllr Jon Horton

Seconded: Cllr Leigh Trevis

All in favour

It was resolved that the Council Procedures were adopted.

16. The meeting closed at 19:30.