

Minutes of the Annual Parish Council Meeting
Wednesday, 1 May 2024 at 19:15
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

Present:

Cllr Clive Hill – Chairman
Cllr Mike Kay
Cllr Claire Kelly
Cllr Mark Noblet
Cllr Carole Pearce
Cllr Paul Powell
Cllr Leigh Trevis
Cllr Philip Clover

Clerk: Julie Brennan

Public: 4

APCM 24 – 001 Election of Chairman for 2024/25

Cllr Clive Hill asked the members present for their proposals to elect a Chairman for the coming year. Cllr Leigh Trevis and Cllr Mike Kay were both nominated. Members voted by show of hands and Cllr Mike Kay was appointed as Chairman for the Civic Year 2024/25. Cllr Kay signed the Declaration of Acceptance into Office which was countersigned by the Clerk.

Resolved: *that Cllr Mike Kay be elected as Chairman.*

APCM 24 – 002 Election of Vice Chairman for 2024/25

Cllr Mark Noblet and Cllr Leigh Trevis were both nominated. Members voted by show of hands and Cllr Leigh Trevis was appointed as Vice Chairman for the Civic Year 2024/25. Cllr Trevis signed the Declaration of Acceptance into Office which was countersigned by the Clerk.

Resolved: *that Cllr Leigh Trevis be elected as Vice Chairman.*

APCM 24 – 003 Apologies

Apologies had been received and accepted from Cllr Wayne Hadley.

APCM 24 – 004 Declarations of Interests & Dispensations

None

APCM 24 – 005 To note the minutes of the Annual Parish Council Meeting held on 10 May 2023

It was noted that the minutes from the Annual Parish Council meeting held on 10 May 2023 had been signed as a true and accurate record at the 7 June 2023 Parish Council meeting.

APCM 24 – 006 Appointment of members for each of the Internal Committees and approval of the Terms of Reference

a) Appointment of Members

Members discussed the existing committee structure which it was agreed would remain unchanged save for the addition of Cllr Philip Clover to the Recreation Committee, Planning Committee and the Pavilion Working Group and the addition of Cllr Claire Kelly to the Pavilion Working Group.

Emergency Committee:	PC Chairman, PC Vice Chairman and Committee Chairmen
Events Committee:	Cllr Paul Powell, Cllr Claire Kelly, Cllr Clive Hill & Cllr Leigh Trevis
F&GP Committee:	Cllr Mike Kay, Cllr Mark Noblet, Cllr Clive Hill, Cllr Paul Powell & Cllr Leigh Trevis
Planning Committee:	Cllr Mark Noblet, Cllr Clive Hill, Cllr Carole Pearce, Cllr Claire Kelly, Cllr Paul Powell & Cllr Philip Clover
Recreation Committee:	Cllr Clive Hill, Cllr Wayne Hadley, Cllr Carole Pearce, Cllr Paul Powell, Cllr Leigh Trevis & Cllr Philip Clover
Staffing Committee:	Cllr Wayne Hadley, Cllr Leigh Trevis, Cllr Mike Kay, Cllr Clive Hill & Cllr Carole Pearce
Pavilion Working Group:	Cllr Clive Hill, Cllr Claire Kelly, Cllr Mike Kay and Cllr Philip Clover with Leigh Trevis & Steve Wragg of MGCC

Resolved: that the Committee structure would remain unchanged save for the addition of Cllr Philip Clover to the Recreation Committee, Planning Committee and the Pavilion Working Group and the addition of Cllr Claire Kelly to the Pavilion Working Group.

b) Terms of Reference for the Committees

The Terms of Reference for each Committee were reviewed and approved.

Resolved: that the terms of reference for each Committee were approved.

APCM 24 – 007 Appointment of members to serve as representative of the Parish Council on Outside Bodies & External Committees

Members reviewed the existing structure and agreed that this would remain unchanged.

Parish Hall Trustees: Cllr Clive Hill, Cllr Mark Noblet and Judith Campton

Marston Green Village Charitable Trust: Cllr Clive Hill

Airport: Cllr Mike Kay

HS2: Cllr Mark Noblet

Solihull Area Committee: Cllr Paul Powell & Cllr Clive Hill

Resolved: that the existing external committee structure would remain unchanged.

APCM 24 – 008 To adopt Standing Orders 2024/2025

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

Resolved: that the standing Orders were adopted by the Parish Council.

APCM 24 – 009 To adopt Financial Regulations 2024/2025

Cllr Mike Kay asked if Members were happy to proceed with the formal adoption of the Financial Regulations.

Resolved: that the Financial Regulations were adopted by the Parish Council.

APCM 24 – 010 Review of Asset Register

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

Resolved: that the Asset Register was approved by the Parish Council

APCM 24 – 011 Approval of the 2024/25 meeting dates for the Parish Council and its Committees

The Parish Council and Committee Meeting dates for 2024/25 were reviewed and approved.

Resolved: that the Parish Council and Committee Meeting calendar for 2024/2025 was approved.

APCM 24 – 012 Review of the Bank Mandate and signatures

The members reviewed the document outlining the existing arrangements noting that the Clerk had full access to the accounts and the Deputy Clerk and Cllr Mike Kay had view only access. Members also noted that the current signatories were:

Cllr Clive Hill

Cllr Mike Kay

Cllr Paul Powell

Cllr Mark Noblet

Cllr Claire Kelly

The list of direct debits set up on the Treasury account were noted as:

Allstar (fuel card)

British Telecom

Computer M Ltd T/A (Printerland)

Driver & Vehicle Licencing Agency

EDF Energy – Electric

EDF Energy – Gas

EDF Energy – Garden of Memory

Information Commissioners Office

SMBC Business Rate

Veolia ES UK Ltd

Water Plus

Resolved: that the banking arrangements were approved.

APCM 24 – 013 Year End Bank Reconciliation as at 31 Marsh 2024

The Bank Reconciliation report for the year ending the 31 March 2024 and this was duly noted.

APCM 24 – 014 Review of Risk Assessment 2023/2024

Members reviewed the risk assessment which was approved.

APCM 24 – 015 To adopt the following procedures and guidelines

Members reviewed each policy and noted that some had only recently been approved at the March 2024 Parish Council meeting.

- a) Bouncy Castle
- b) CCTV
- c) Code of Conduct
- d) Complaints Procedure
- e) Copyright LTN39
- f) DATA Protection Policy
- g) Dignity at Work Policy
- h) Disciplinary & Grievance Policy
- i) Discretionary Policy
- j) Environment & Sustainability Policy
- k) Equality & Diversity Policy
- l) Freedom of Information Model Publication Scheme

- m) Grant Policy & Application Form
- n) Guidance for Dealing with the Press
- o) Health and Safety Policy
- p) Internal Controls
- q) Memorial Bench Policy
- r) Privacy Policy
- s) Procurement Policy
- t) Retention of Documents Policy
- u) Training & Development Policy
- v) Vexatious Complaints Policy
- w) Website Privacy Policy & Website Ts & Cs

It was noted that the Disciplinary and Grievance Procedure needed to be reviewed and updated by the Staffing Committee and a new version provided to the Parish Council for approval at a later date. Cllr Leigh Trevis queried whether it was necessary to include the paragraph on transferring personal data outside the European Economic Area. The Clerk agreed to investigate this.

Action item: Clerk to set up a meeting for the Staffing Committee to review the Disciplinary and Grievance Procedure.

Action item: Clerk to investigate whether or not the paragraph regarding the transfer of personal data outside the EEA was needed and to amend the policy if necessary.

Resolved: that the Policies were approved and adopted subject to the review of the Disciplinary and Grievance procedure and the clarification on the point of the transfer of personal data outside of the EEA

The meeting closed at 19:30