

Parish Council of Balsall

Minutes of the Annual Parish Council Meeting held on Wednesday 13th May 2015 at 7.30pm at The Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Will Heard (Chair), Cllr Elizabeth Macdonald, Cllr Marie-Louise Marsden, Cllr Judy Lea, Cllr Sheila Cooper, Cllr Mike Longfield and 6 members of the public to include Keith Tindall (Chair, Residents Association), Cllr Kay Howles (Berkswell Parish Council) and Cllr David Bell

Headings are those set out on the Agenda

1. Apologies

Cllr Richard Lloyd and Mark Tattum

2. Signing of Declaration of Acceptance of Office and Code of Conduct by Councillors

All Councillors present signed declaration of acceptance of office and Code of Conduct. Those not present will sign at the next meeting

3. Election of Chair

Nominations for chair – Cllr Will Heard and Cllr Richard Lloyd

Voting of Chair took place

RESOLVED – That Cllr Will Heard is elected as Chair of Balsall Parish Council until the next Annual Parish Meeting

4. Meeting handover to new Chair and signing of declaration of acceptance of office

Cllr Will Heard duly accepted the appointment and signed declaration of acceptance of office

Cllr Will Heard gave a vote of thanks to Cllr Raymond Ritchie for all the time he has put in as Chairman. He also wished Cllr Richard Lloyd a speedy recovery as he was in hospital

5. Election of Vice Chair

Nominations for Vice Chair – Cllr Judy Lea

Voting of Vice Chair took place

RESOLVED – That Cllr Judy Lea is appointed as Vice Chair until the next Annual Parish Meeting

6. Declarations of Interest

Cllr Mike Longfield declared a conflict of interest as Chair for the Jubilee Committee. Cllr Judy Lea and Cllr Raymond Ritchie also declared a conflict of interest as representatives on the Jubilee Committee.

Cllr Judy Lea declared a personal interest in the Grant application made by the Football Club

Cllr Marie-Louise Marsden also declared a personal interest in item 25 as an organiser of the Festival.

Cllr Mike Longfield declared a pecuniary interest in item 21 as former member of the Chadwick End Management Committee

Cllr Will Heard advised that the Code of Conduct was not clear on conflict of interest and recommended that the matter is referred to the Finance Committee for review and recommendation

RESOLVED – That the Code of Conduct is reviewed by the Finance Committee and recommendations presented to the Parish Council

7. Co-option – To consider co-option applications received and co-opt new members to the Parish Council

Chair advised that since the Parish Council has had insufficient candidates for election, there are two vacancies and these can be filled by co-option. The vacancies have been advertised and an application has been received from Mark Tattum.

Mark Tattum is a resident of Balsall Common, his parents also live in the village and he has strong connections with Balsall Common. Mark has vast experience with airport matters as was made known at the Parish Assembly held recently. He has post graduate degrees in Business administration. Mark is a suitable candidate in his opinion.

Chair proposed and Cllr Sheila Cooper seconded. All voted in favour

RESOLVED – That Mark Tattum is co-opted to the Parish Council

8. To approve as a correct record the Minutes of the Parish Council Meeting on 4th March 2015

RESOLVED – That the minutes of the Parish Council Meeting on 4th March 2015 are approved and the Chair signed these as a correct record

9. Matters arising from the Minutes

Clerk provided an update of her meeting with the Library manager. A possible way of increasing participation outside the summer period could be done by the Parish Council purchasing book tokens and all children reading books could be entered into a draw to win the book token every month. The

suggested value of the token is £10.00. The Library proposes to trial this for 6 months to see how this goes. It is now for the Parish Council to consider whether this proposal could be supported by the Parish Council and if so, a grant application request for approx. £85-£100 would be submitted. The additional money would be used to purchase cards to record the books read and stamps/stickers for the cards.

Councillors felt that this was a good idea and supported the proposal and encouraged a grant application to be submitted.

10. Public Forum

Chair read out the Standing Orders so that members of the public were clear as to what matters may be considered at public participation and the length of time allowed

Members of the public questioned that if the public forum is limited to this point, they may not be able to make vital comments during the agenda.

Keith Tindall asked for public forum to appear at the end of the agenda as it will allow the public to comment on the agenda.

Cllr Judy Lea advised that this had been the case in the past and the public had requested that this is brought to the beginning. We have tried to listen to what the public want.

Cllr King made the point that the public had always been allowed to be part of the meeting.

Chair advised that he will exercise his discretion. It is important that order is kept.

The matter of the Jubilee Centre funding was raised by Pam Deanshaw, secretary to the Jubilee Committee. She advised that the Parish Council funding was needed by the Committee.

Keith Tindall asked if the Parish Council has any views on the Parish Assembly. Chair advised that he felt that this was successful in the way it was held in a circular discussion and to combine this with the Residents Association AGM.

Keith Tindall asked how many hi-vis jackets were being purchased at item 25. It was confirmed that 50 jackets were being purchased with a Parish Council logo and festival.

Public Forum Closed

11. To agree Chair's allowance

RESOLVED – That the annual Chair's allowance remains at £397.00

12. To review and appoint Members to Committees and Outside bodies

12.1. Planning

12.2. Finance Committee

12.3. Staffing Committee

Chair presented a schedule of Committees and Outside Bodies. The appointments for each committee were discussed.

Cllr Liz Macdonald advised that the roles and responsibilities on outside bodies required clarification. There was clearly a conflict being a trustee and a councillor and consideration needs to be given as to whether we ought to have any representation.

Chair agreed with this. It is important that the Parish Council knows clearly what we are expecting members of outside bodies to undertake. In particular, members appointed to Charities.

It was agreed that the Clerk shall obtain clarification before any appointment. The current appointment on the Jubilee Committee will cease until clarification.

RESOLVED – That the members listed in Schedule 1 are appointed to the various committees and outside bodies. No representatives are appointed to the Jubilee Committee and the current members appointment shall cease as from the date of this meeting

13. To review and agree Standing Orders and Financial Regulations

RESOLVED – That the Standing Orders and Financial Regulations are approved subject to the numbering sequence on the Financial Regulations being corrected

14. To review and approve Terms of Reference of Committees

RESOLVED – That the Terms of Reference for the Finance and Planning Committee are approved

15. **To review and approve the asset list**

RESOLVED – That the asset list is approved

16. **Risk Assessment – To consider and review the risk assessment and approve the risk assessment document**

RESOLVED - That the risk assessment is approved in the current format but is referred to the Finance Committee for further detailed review

17. **Communications Policy – To review and adopt the Communications Policy**

RESOLVED –That the communications policy is approved and adopted by the Parish Council

18. **Complaints procedure – To review and adopt the complaints procedure**

RESOLVED – That the Complaints procedure is approved and adopted by the Parish Council

19. **To establish a Working Group for the review of Cemetery Fees and Regulations**

RESOLVED – That the Cemetery Working Group is established. Members are Cllr Judy Lea, Cllr Marie-Louise Marsden, Cllr Raymond Ritchie and Cllr Will Heard

The terms of reference for the Working Group are to review the cemetery fees and regulations and make recommendation to the Parish Council

20. **To receive a report from Clerk on current contracts entered into by the Parish Council and approve all current contracts**

RESOLVED – That the report and contracts are approved

A further report detailing all suppliers to be produced by the Clerk

21. **To establish a Working Group to review and instruct Clerk on matters relating to Chadwick End Village Hall and to expressly authorise expenditure in excess of £2,000 for this purpose**

To agree to proceed with the meeting in private session and exclude members of the public and press in accordance with the Public Bodies (Admission of Meetings) Act 1960 s.1(2)

RESOLVED – That the matter is dealt with as a confidential item as it considers legal advice

RESOLVED – That a Working Group is established and the members are Cllr Marie-Louise Marsden, Cllr Will Heard, Cllr Judy Lea and Cllr Liz Macdonald. The Working Group shall instruct the Clerk on matters relating to Chadwick End Village Hall and are authorised expenditure in excess of £2,000 for this purpose

22. Neighbourhood Development Plan

22.1. To agree setting up of a Steering Group to administer the Neighbourhood Development Plan

22.2. To endorse Terms of Reference for Steering Group

22.3. To approve a sum up to £5,000 to cover the costs to of the Steering Group

RESOLVED –That a Steering Group is established to administer the Neighbourhood Development Plan. The Terms of Reference are approved (attached below) and a sum of £5,000.00 is approved to cover the cost of the Steering Group

23. Reports from Committees and Outside Bodies

23.1. Planning Committee

No report – Minutes circulated

23.2. Finance Committee

No report EGM held Monday 11th May 2015

23.3. Lant Trust

No meeting taken place

23.4. Airport

Cllr Sheila Cooper advised that the airport were in favour of Option 6. This is to be approved by the CAA. An election for a representative to the Steering Group had taken place and members appointed. The Passenger Services Committee has been removed.

23.5. Residents Association

No report

23.6. Jubilee project

This matter is to be dealt with at item 24

24. Jubilee Project – Funding

Cllr Mike Longfield advised that the letter from the Parish Council has been received. The questions are to be addressed. Chair repeated his e-mail to Cllr Lloyd sent on 6th May 2015. In that e-mail he had invited a grant application for emergency funding whilst the main grant application was under consideration. He pointed out that if an application had been made at that time it could have formed part of today's agenda. As no such application had been made he was prepared to call an extraordinary meeting to discuss the matter now if an application was made now. However it was made clear that processes must be followed. We are prepared to have an extraordinary meeting to discuss the grant. We would need to give the required notice. The Jubilee Committee has had plenty of time to make a grant application for emergency funding.

Cllr Sheila Cooper and Cllr Marie-Louise Marsden expressed concern at further funding given the substantial number of concerns raised.

It was stressed that the grant application must meet the Grant Policy.

25. Balsall Common Festival – To receive recommendation from Finance Committee and to approve the purchase of Hi-vis jackets for the event at a cost of approx. £400

RESOLVED – That the Parish Council purchase Hi-vis jackets for the Balsall Common Festival to promote the Parish Council

26. **To consider grant application forms:**

26.1.1. Library - £140.00

RESOLVED – That the grant application in the sum of £140.00 is approved

26.1.2 St Peter's Church Toddler Group - £100.00

RESOLVED – That the grant application in the sum of £100.00 is approved

26.1.3 Berkswell Scout House – 53rd Coventry Scout Group - £2,000 (project value - £350,000)

RESOLVED – That the grant application in the sum of £2,000.00 is approved to the 53rd Coventry Scout Group

26.1.4 Hornets Football Club - £1,250.00

RESOLVED – That the grant application in the sum of £1,250.00 to the Hornets Football Club is approved

ACTION – Clerk to approach Hornets for further costings for the equipment as it was considered that the cost of the equipment would be significantly higher than £1,250.00. It was agreed that if costings are provided, a further grant application will be considered by the Parish Council

27. To authorise the Payment of Annual Accounts and any other accounting issues

27.1. To agree to appoint Diane Malley as Internal Auditor

RESOLVED – That Diane Malley is appointed as internal auditor and the Parish Council shall carry out two internal audits a year

27.2. To appoint Grant Thornton as external auditor

RESOLVED – That Grant Thornton are appointed as external auditor

27.3. To agree insurer and payment of fee – note that the Parish Council has entered into a 3 year arrangement with present insurer (this is year 2)

RESOLVED – That the insurance for the Parish Council shall be provided by Zurich

27.4. To agree the payment of recurring expenditure in accordance with the Budget

RESOLVED – That recurring expenditure in accordance with the Budget is approved

27.5. To agree Direct Debits and Standing Orders

Direct Debits – Mainstream – phone and internet

Severn Trent – Cemetery water

Fortress – Waste collection

Standing Order – West Midland pension Fund – for pension and deficit payment

Clerk – salary

RESOLVED – That Direct Debits and Standing Orders are approved

28. Accounts & Governance

28.1. Audit – To approve the accounting statements in the Annual Return. These are to be read out at the meeting.

Clerk circulated details of the Income and expenditure to date and provided an update of the communication with the auditor. It was recommended to revert to reporting on a Receipts and Payments basis on the Annual Return. The Return had been completed on this basis.

It was noted that this would not provide a true representation of the accounts as debtors and creditors would not be shown

Additionally, it was recommended that very old cheques should now be reversed if they had not been cashed. New cheques could be issued, if required. Clerk circulated a list to the unrepresented and uncleared items.

RESOLVED – That the Parish Council reverts to reporting on the Annual Return on a Receipts and Payments basis and the uncleared items as listed on the attached schedule are reversed.

RESOLVED – That the End of Year accounting statements are approved by the Parish Council and the Chair signed the accounting statement

RESOLVED – That the Annual Governance Statements were read out in turn and approved by the Parish Council. The Chair signed the annual governance statement

28.2. **PROPOSAL** - To approve Orders to be placed and list of Payments for Approval and Payments Made

RESOLVED – That the orders and payments are approved for payment

29. Date for next meeting – The next Parish Council Meeting shall be held on Wednesday 15th July 2015 at 7.30pm at the Westlake Room, Village Hall, Station Road

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.03pm

Signed..... Dated.....

Cllr Will Heard
Chair, Balsall Parish Council

Appendix 1

BALSALL PARISH COUNCIL

COMMITTEE AND OUTSIDE BODY REPRESENTATIVES

Committees

Committee	Membership
Planning	Cllr Judy Lea, Cllr Lionel King, Cllr Liz Macdonald, Cllr Richard Lloyd, Cllr Sheila Cooper, Cllr Raymond Ritchie, Cllr Marie-Louise Marsden, Cllr Mike Longfield
Finance	Cllr Raymond Ritchie, Cllr Judy Lea, Cllr Liz Macdonald, Cllr Will Heard, Cllr Mark Tattum
Staffing	Cllr Judy lea, Cllr Will Heard and Cllr Marie-Louise Marsden

Outside Bodies – Village Organisations

The role of Parish Council representatives on the following outside bodies is a reporting role

Outside Body	Membership
Balsall Common Village Hall	Cllr Judy Lea
Lant Charity	Cllr Judy Lea, Cllr Marie-Louise Marsden
Knowle United Charities	Cllr Lionel King
Jubilee Trust	No appointment to be made
Balsall Common Village Residents' Association	No need for outside observer – Cllr Judy Lea and Cllr Will Heard are members of committee

Non-Village Organisations

The role of Parish Council representatives on the following outside bodies is to
Information, networking and reporting back to Parish Council

SMBC Conservation Advisory Committee	Mike Longfield
B'ham Int. Airport Consultative Committee	Mark Tattum
Solihull Area Committee	Liz Macdonald
Tree Warden	Mike Longfield

Working Groups

The role of Parish Council representatives on the following outside bodies is to
support the objectives of the group and report to the Parish Council

HS2 Working Group	Richard Lloyd, Sheila Cooper, Liz Macdonald
Neighbourhood Development Plan	Liz Macdonald, Will Heard, Marie-Louise Masden, Mark Tattum

Appendix 2

Balsall-Berkswell Neighbourhood Development Plan Steering Group Terms of Reference

Background

The parish councils of Balsall and Berkswell are the qualifying bodies for the preparation of a joint Neighbourhood Development Plan (NDP) for the parishes of Balsall and Berkswell. The Parish Councils have agreed to establish separate project management arrangements to facilitate the delivery of the NDP function by establishing a Steering Group.

Name

The name of the organisation shall be the Balsall-Berkswell Neighbourhood Development Plan Steering Group.

Purpose of the Steering Group

The purpose of the Steering Group shall be to support the parish councils to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan (NDP).
- Identify sources of funding.
- Take responsibility for project planning, budgeting and monitoring expenditure on the plan and report back to the parish councils on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the surveys, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the parish councils on progress, issues arising and outcomes from their work.

The main and additional tasks of the Steering group are listed in Annex A. The list is not exhaustive.

Role of the Steering Group

The Steering Group will sit as the Project Board for project management and decision making purposes and will lead the preparation of the Balsall-Berkswell Neighbourhood Development Plan. During the plan development the Steering Group will report back regularly on progress to the parish councils and receive their on-going endorsement via a parish council minute.

The Parish Councils have granted delegated authority in exercise of all relevant plan-making functions. The Steering Group will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage. The Steering Group shall involve parishioners in the preparation of the NDP as fully as possible.

The Steering Group will be established for a time-limited period, to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

Objective

The objective of the Steering Group is to produce a sound NDP for the parishes of Balsall and Berkswell that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to existing plans and evidence. The plan shall take full account of the provisions of the National Planning Policy Framework (NPPF) 2012 and the Solihull Metropolitan Borough Council Local Plan.

Steering Group Composition

The Steering Group shall consist of a minimum of 8 and no more than 10 members, consisting of:

- a minimum of 4 Parish Councillors (2 from each Parish Council)
- a minimum of 1 from Balsall Common Residents Association
- a minimum of 5 parishioners representing a cross-section of the community.

The Chairman of the Steering Group shall be the Balsall Common Residents Association member to provide an independent view across the Neighbourhood Area.

At its first meeting the Steering group will elect a Secretary, a Finance Officer, a Communications Officer, a Volunteer Officer. Wherever possible all other members of the Steering Group should have a specific role to be agreed by the Steering Group.

The quorum for a Steering Group meeting shall be a minimum of 3 members comprising at least one Councillor and one parishioner.

Steering Group and Working Group members are expected to work with mutual trust and respect and to combine expertise. Parishioners have open access to all meetings, and all meeting attendees are required to address all remarks through the chair, and to show courtesy respect and consideration towards all other attendees.

Meetings

The Steering Group shall normally meet monthly, or as may be required, for the lifetime of the project. Members of Working Groups may from time to time be asked to attend a meeting when their expertise is required to assist in key discussions. All meetings shall be open to the public.

For Steering Group meetings:

- give at least 3 days clear notice of the meeting to the members using email or as otherwise agreed with individuals;
- have an agenda that details the matters to be discussed;
- the secretary shall keep a record of meetings and circulate action notes to Steering Group members and the parish councils in a timely manner;
- agree an annual schedule of meetings dates and venues that are made available to the public via noticeboards/websites;
- all meetings to be open to the public;
- members shall comply with the parish councils Standing Orders, Codes of Conduct and abide by the Nolan principles at Annex B.

Working Groups

The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group. Working Groups will be formed to address themes identified through the consultation process.

Each Working Group shall agree a leader. There is no specific quorum for any of the Working Group meetings. Working Groups should meet as regularly as necessary in order to complete efficiently the work to be undertaken. Whilst in existence written reports shall be submitted at least one week before the monthly Steering Group meetings. Working Groups will be active for as long as the need arises.

Membership

Membership of the Steering Group or any of the Working Groups is open to any Balsall or Berkswell parishioner. It is on a voluntary basis. Any Group may decide that it would be beneficial to invite the participation, as a voluntary adviser, of any person who has relevant expertise but who is not a parishioner. This is unlikely to be refused but shall be agreed in advance with the Steering Group.

Declarations of Interest

All members of the Steering Group and Working Groups shall declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of any organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group or any Working Group. Such declarations will be recorded in writing.

Finance

The funding for the NDP will be held by the parish councils and they will be responsible for managing the budget in line with Financial Regulations. The parish councils may provide funding to support the development of the NDP. Where the Steering Group identifies other grant funding this will be applied for by the parish councils, who will ring-fence the funds for NDP purposes only.

In addition:

- the parish councils will be notified of all planned expenditure before costs are incurred;
- the Steering Group Finance Officer will keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerks;
- the Finance Officer, in partnership with the parish clerks, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses;
- The Finance Officer will report to the Steering Group and parish councils on planned and actual expenditure for the NDP.
- Invoices will be made out in the name of the parish council(s) who will pay them at their next scheduled parish council meeting.
- Members of the community who are involved as volunteers with any of the working groups may claim back any previously agreed expenditure during the process of producing the NDP; this could include postage, stationery, travel costs.

Termination of the Steering Group

The Steering Group may be terminated once the NDP has completed the Community Referendum stage of the NDP process or by the Parish Council on subsequent review if it is agreed that a useful and acceptable plan cannot be achieved.

Amendment of Terms of Reference

These Terms of Reference may be reviewed by the Parish Council during the life of the project following representations made by the Steering Group to the full Parish Council.

Annex A Steering Group Main Functions

Main Functions

The Steering Group will:

- provide a locally accountable and representative lead for plan making;
- develop a project plan and timetable with the NDP stages for the production of the NDP;
- agree the initial scope of the ND Plan prior to early public engagement;
- confirm, subject to consultation with the parish councils, the scope of the Plan following analysis of early and subsequent community engagement;
- work within the budget agreed with the parish councils;
- report back to and receive endorsement from the parish councils on the plan progress, issues arising, outcomes and any changes in the timetable or budget requirements on a regular basis;
- develop a project communication, consultation and engagement strategy;
- set up working groups to focus on particular themes that arise through the consultation process;
- identify ways of involving the whole community and gather the views and opinions of as many individuals, groups, organisations and businesses in the community as possible;
- determine the types of survey and information gathering to be used;
- co-ordinate the collation and analysis of the consultation feedback in accordance with the Data Protection Act
- approve all background and evidence based reports prior to publication;
- agree all consultation documents prior to publication;
- agree priorities using the findings from the consultation process and information from other sources;
- engage, through the parish councils, such professional support as is necessary to produce the plan;
- liaise with Solihull Council relevant officers and councillors to obtain advice and information about relevant matters and policies;
- agree, subject to ratification by the Parish Council, a final submission version of the Balsall-Berkswell Neighbourhood Development Plan; and
- actively support and promote the preparation of the Balsall-Berkswell Neighbourhood Development Plan throughout the duration of the project.

Additional tasks that the Steering Group may undertake include:

- act as a focal point for people living or working in the Neighbourhood Area;
- provide a forum for discussion and debate and raise awareness of the plan;
- establish the necessary skills required to produce the NDP;
- help to see more effective ways of getting things done;
- motivate the community to be involved throughout the plan;
- troubleshoot any conflicts raised and if unresolved refer them to the parish councils;
- maintain energy and enthusiasm to ensure that whatever needs to be done is accomplished.

Annex B Nolan Committee on Standards in Public Life

All members will adhere to the principles set out by the Nolan Committee on Standards in Public Life. Its seven principles are:

1. Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
2. Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
4. Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. Openness – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. Leadership – Holders of public office should promote and support these principles by leadership and example.

Report to the Parish Council regarding current contracts – April 2015

The following are contracts are currently in place:-

Contractor	Details of work undertaken	Value of contract and frequency of payment	Date contract ends/ended	Details of new contract 2014/2016
Solihull MBC	Mowing recreation ground from March to October/hedge cut back in recreation ground and weekly inspections. The areas mowed are the children's play area, Willow Park fields and Oakley Play area and field	Contract value - £3231.50– mowed twice per month between March and October Paid annually	November 2015 -	Ongoing annual contract 12 months' notice required
Solihull MBC	Weekly inspections of pay areas Legal requirement to meet insurance risk management	Contract value - £2225.16 Frequency – weekly Billed annually	Ongoing	Ongoing annual contract – notice must be provided before end of December 2016
Solihull MBC	Cut hedges at Cemetery twice a year	Contract value £575.00 per visit Paid on invoice		New contract entered Feb 2015
Solihull MBC	Cemetery – cut wild flower meadow,	Contract value £380 per visit Paid on invoice		New contract entered Feb 2015
Solihull MBC	Cemetery – sand and stain benches annually – crown lift trees and remove any fallen	Contract value £1565.00 paid on invoice		New contract entered Feb 2015

	branches spray weedkiller			
YA Domestic Services	Weekly refuse collection at Willow Park and Oakley– This contract requires contractor to remove waste from waste and dog bins and place them in fortress bins	Contract value £250 per month Billing Frequency – monthly	Ongoing- to be terminated on giving three months written notice	Ongoing -
YA Domestic Services	Weekly refuse collection Nov – Mar at Cemetery – empty waste bins into Fortress bin	Contract value £50 per month Billing frequency – monthly on invoice	Ongoing – to be terminated on giving three months’ notice in writing	Ongoing
Fortress	Weekly refuse collection – Cemetery and Willow Park Fortress empty their bin from the site. They will not remove waste from individual bins	Contract value - £123.70 per month Billing Frequency – monthly – paid by direct debit	Ongoing termination requires one year’s notice	ongoing
Mainstream Digital	Weekly testing of fire and Phone line for office, CCTV and internet	Contract value - £164.9 per month plus call charges variable Billing frequency – billed quarterly paid by direct debit	Ongoing 3 year contract ends Dec 2016 12 months’ notice to be provided to terminate	Ongoing
Ian Richards	Cemetery – grounds maintenance – lower part of cemetery – March to October – cut every three weeks	Contract value £95.00 per cut	Ongoing – 12 months’ notice required	Ongoing
BD Ball	Cemetery – grounds maintenance - March to October	Contract value £5,120 – paid monthly on invoice	Ongoing 12 months’ notice required	Ongoing
BD Ball	Maintain lower section	TBA – payable	New contract	Contract

	of Cemetery seating area – to provide plants and foliage	on invoice		entered Feb 2015
BD Ball	Planting of planters in village and railguards	Contract value – dependent on plants selected	Ongoing	Ongoing

Recreation Grounds

Following the Governance review, the recreation grounds owned by the Parish Council are Willow Park and Oakley.

Last year we installed new bins at Willow Park to allow for extra points for litter and to replace the vandalised bin in the children’s play area.

Discussions with the current contractor who empties the bins has advised that the dog bin close to the entrance is well used but the bin furthest away from the entrance is used but not as frequently. It has been recommended to install an additional dog bin at the entrance as the bin is sometimes overflowing. Signs are not likely to improve the situation as it is unlikely that residents will want to walk the distance particularly in bad weather.

Historically, no form of review of the contracts was taken. We have used independent contractors but have found that close supervision is required as it is often the case that the service is not in accordance with that agreed.

As a result, we have worked with SMBC Park rangers who look after our recreation grounds. This has eliminated the need to carry out regular checks and there have been virtually no issues.

SMBC rangers are also prepared to attend parish meetings to discuss issues in particular improvements to Willow Park and notify us immediately when there are any issues. This has caused us problems previously when we were not made aware of dangerous situations in the park.

The litter and waste collection is undertaken by two contractors who have provided a reliable and informed service.

Cemetery

We have in place an experienced contractor who also manages the Cemetery at St Laurence Church. The grass is mowed manually around the gravestones so that the Cemetery grounds are properly maintained. We have also made a saving. No increase in cost has been made for 2015/2016.

Additionally two further contractors maintain sections of the Cemetery to allow for competitiveness and to ensure that responsibility is separated.

All the contractors provide a reliable service and work together to raise any matters of concern. This is very important given that we do not have resources to carry out thorough regular checks.

This year we propose to install new signs to make it clear for Cemetery users to be aware of the Regulations. We will also be moving to the lower part of the Cemetery and so significant improvement works will be undertaken this year.

Waste collection

Cemetery – This is undertaken by Fortress. The price is competitive and cheapest. This year we need to consider either adding a further Fortress bin or installing litter bins as new areas of the Cemetery mean that the current bin is overflowing in the new part as users are not prepared to walk to the Fortress bin. I am looking into the best way forward.

Recreation Grounds - Fortress collect this waste. Unfortunately, Fortress cannot empty individual bins. Therefore we have a contractor who transfers the waste from the numerous individual bins.

CCTV

This is under review as we are in the process of tendering for a new CCTV system

Schedule of Uncleared and Unpresented effects

1. 01/08/11 – Cheque Number 002864 - Amount - £43.35
2. 01/01/12 – Cheque Number 002922 – Amount - £1,026.00
3. 17/12/12 – Cheque number 003032 – Amount - £442.00
4. 05/02/13 – Cheque number 003088 – Amount - £22.25
5. 31/03/13 – cheque number 003120 – Amount - £546.00
6. 31/03/13 – cheque number 003123 – Amount - £35.00
7. 14/04/13 – entry in suspense account to balance accounts – amount 0.22
8. 14/09/13 – cheque number 003187 – amount -£220