



Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

To all committee members
You are summoned to attend an

Annual General Meeting followed by a Full Council Meeting

on Thursday 18th May 2023 at 6.00pm,
to be held at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

Council Members: Cllrs D Cole (Chair), L Cole, S Daly, M Frampton, J Kimberley, M Brain, L Browning, and B Donnelly

Paula Coyle
Clerk to Kingshurst Parish Council

PUBLIC FORUM

- (a) Matters for report only
- (b) Questions and Representations from Residents

This provides an opportunity for members of the public to participate before the meeting by asking questions, raising concerns or making representations, regarding Kingshurst Parish Council. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

Agenda

1.	Welcome and Housekeeping General housekeeping
2.	Chair's End of Term report
3.	PUBLIC FORUM

	<p>Members of the Public are invited to speak in Public Forum for a maximum of 3 minutes on any subject covered by the agenda and should give their name and subject to the Clerk before the meeting commences.</p> <p>Councillors will not comment on agenda items in the Public Forum – members of the public are welcome to stay for some or all of the meeting.</p> <p>Any items brought to Council but not on the agenda may be considered for future meetings on written application to The Clerk.</p> <p>Total time allocated to Public Forum will not exceed 15 minutes in accordance with Standing Orders).</p>
4.	<p>Confirmation and signing of minutes of AGM Meeting</p> <p>Thursday 12th May 2022 (attached)</p>
	<p>End of Previous council 2022 – 5 minutes Recess</p>
	<p>Commencement of new Elected Council 2023</p>
1.	<p>Election of Chairman for 2023-24 & signing of Declaration of acceptance of Office.</p>
2.	<p>Election of Vice-Chairman for 2023-24 & signing of Declaration of acceptance of Office.</p>
3.	<p>Co-option to Vacancy of Office for Parish Councillor & Declaration of acceptance of Office</p>
4.	<p>Code of Conduct: To review and amend Code of conduct to include Bullying and harassment</p>
5.	<p>Declarations of Interest</p> <ul style="list-style-type: none"> a. Register of Interests: Councillors are reminded of the need to update their register of Interests. b. To declare any Disclosable Pecuniary Interests in items on the agenda and their Nature.

	c. To declare any Other Disclosable Interests in items on the agenda and their nature
6.1	Confirmation of internal auditor.
6.2	Confirmation of external auditor
7.	Confirmation , 2 x Elected councillors for Checks/bank signatories.
8.	<p>Appointment of Officers and Committees for 2023-2024</p> <p>Proposed Structure:</p> <p>Finance Committee Personnel /Staffing committee Planning Committee Events Committee Allotments/Community Garden Committee Environment Committee</p> <p>To decide and action any working parties for projects in the year ahead 23/24</p> <p>Working Parties at this moment:</p> <ol style="list-style-type: none"> 1. Community all access children's park 2. All access toilet facility at KPC Community Garden 3. Community Hub at KPC, at KPC Community Garden 4. Community Volunteer involvement
9.	<p>To decide and elect councillors to represent KPC on outside bodies,</p> <ul style="list-style-type: none"> ● Birmingham Airport consultative committee ● WALC/ NALC ● School Governors for Kingshurst primary schools, Yorkswood, Kingshurst St Anthony's

10.	Any other parish matters
11.	Date of next AGM meeting: May 16 th , 2024, Location to be confirmed
	Full Council Meeting to commence at 7pm
1.	Apologies and Absences
2.	<p>Confirmation and signing of minutes of Full Council Meeting</p> <p>Thursday 9th March 2023 (attached)</p>
3.	<p>Members allowances: To agree to adopt the Local Authorities (Members Allowances) (England) Regulations 2003 for the payment of a Basic Members Allowance.</p> <p>To discuss and agree to raise the members allowances, Allowance will increase from effect 1st April 2023 (attached)</p>
4.	<p>Finance to receive and approve reports from Finance committee and make decisions as appropriate</p> <p>4.1 RFO Report year ending 2022/23, (attached)</p> <p>4.2 To agree <i>Approve payments for May/June 2023. (attached)</i> Outgoings for May,2023 to be agreed at a Finance Committee meeting. This will accommodate new councillors Date to be arranged.</p> <p>4.3 <u>To note the following receipts:</u> £27470.00 - Precept I - 2023/24</p> <p>4.4 Standing orders and Financial Regulations To agree</p> <p>(a) to adopt the council's standing orders and financial regulations (b) to agree to review standing orders and financial regulations through finance committee if any changes are discussed</p>

<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Information items: To receive and discuss items for information and comment/action if appropriate</p> <p>Correspondence and emails To confirm: Clerks email address Kingshurstparishcouncil@gmail.com</p> <p>Media policy; To review and agree.</p> <p>KPC policies: to agree to review at next Full Council, this will accommodate new councillors, KPC Policies available at website: http://www.kingshurstparishcouncil.org.uk/</p> <p>Councillors' induction Training event</p>
<p>6.</p>	<p>Reports – to consider reports from:</p> <p>Councillors</p>
<p>7.</p> <p>7.1</p>	<p>Matters arising from the last meeting</p> <p>HR Staffing issue. Resolved March 13th, 2023, that the New Staffing Committee under their Terms of reference to deal with Staffing HR issue as an agenda item, at the First meeting of the Committee (TBC)</p>
<p>8</p>	<p>Private and Confidential: Exclusion of public and press</p> <p>To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960.</p> <p>Under the council's Disciplinary and Grievance procedures appoint an appeals panel</p> <p>Media release 2 FOI ACAS</p>
<p>9.</p>	<p>Date of the next meeting:</p>

9.1	Annual Parish Meeting to be held on (to be arranged) and held at the Seeds of Hope
9.2	Full Council Meeting to be held on Thursday (to be agreed 2023), to be held at the Seeds of Hope, subject to change

AGM Item. Members Allowances

Parish Basic Allowances for 2023-24

As required by the Local Authorities (Members' Allowances) Regulations 2003, the recommended maximum Parish Basic Allowances are expressed as a percentage of the Basic Allowance for Members of Solihull Metropolitan Borough Council.

2023-24 (SMBC Basic Allowance = £11,500)		
Band	Parish Basic Allowance (Maximum)	Chairman's Allowance (Maximum)
(a) Precept under £10,000	£575 (5% of SMBC Basic Allowance)	£1,150 (10% of SMBC Basic Allowance)
(b) Precept over £10,000 up to £50,000	£862.50 (7.5% of SMBC Basic Allowance)	£1,725 (15% of SMBC Basic Allowance)
(c) Precept over £50,000 up to £100,000	£1,150 (10% of SMBC Basic Allowance)	£2,300 (20% of SMBC Basic Allowance)
(d) Precept over £100,000 up to £150,000	£1,437.50 (12.5% of SMBC Basic Allowance)	£2,875 (25% of SMBC Basic Allowance)
(e) Precept over £150,000	£1,725 (15% of SMBC Basic Allowance)	£3,450 (30% of SMBC Basic Allowance)

Town and Parish Councils should not feel under any pressure to pay a Parish Basic Allowance to members unless they wish to do so, and the rates of allowance set out in the schedule are recommended maximum levels which allows Town and Parish Councils to set their own rates below that level if they prefer.