



# Kingshurst Parish Council

The Library, Marston Drive, Kingshurst, Birmingham B37 6BA

Mobile: 07484 057258

Email [www.kingshurstparishcouncil@gmail.com](mailto:www.kingshurstparishcouncil@gmail.com)

Clerk to the Council: Paula Coyle

## Minutes of the meeting of

### Annual General Meeting followed by Full Council Meeting

on Thursday 9<sup>th</sup> May 20224, 6pm, at Seeds of Hope Church, Overgreen Drive

**Council Members:** D Cole (chair), B Donnelly (Vice Chair), L Cole, M Frampton, J Kimberly, J Edwards, M Asante, L Baillie, S Golby, L Browning, S Daly, M Brain.

**Members non-attendance:** J Kimberly, S Daly, S Golby

**Members of the public:** 2.

*Paula Coyle*

Paula Coyle

Clerk to Kingshurst Parish Council

## Minutes

	<b>Welcome and Housekeeping</b>	<b>Actions.</b>
	General housekeeping	
	<b>Chair's End of Term report</b> Chairman's report was highlighted to all, Chairman to send report at a further date.	
	<b>PUBLIC FORUM</b> 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. 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. Any items brought to Council but not on the agenda may be considered for future meetings on written application to The Clerk.	

	<p>Total time allocated to Public Forum will not exceed 15 minutes in accordance with Standing Orders).</p> <p><b>The D-Day event to be held on the 6th June was discussed with Fordbridge Town Council, it was discussed and agreed that FTC, will half the cost of the evening event, a rough figure was suggested (£3,000).</b></p> <p><b>All the arrangements for the Beacon lighting ceremony, on the 6th June, are in place</b></p> <p><b>The event starts at 7pm there will be Entertainment before the Beacon lighting ceremony starts at 8.45pm culminating with the lighting of the beacon at 9.15pm.</b></p>	
<b>Item.</b>	<p><b>A five minute recess took place and then KPC proceeded with the Annual General Meeting.</b></p>	
<b>1.</b>	<p><b>Election of Chairman for 2024-25 &amp; signing of Declaration of acceptance of Office.</b></p>	
<b>1.1</b>	<p><b>Resolved:</b> Appointed Chairman David Cole for year 2024/25</p>	
<b>1.2</b>	<p><b>Resolved:</b> Acceptance of office Signed</p>	
<b>2.</b>	<p><b>Election of Vice-Chairman for 2024-25 &amp; signing of Declaration of acceptance of Office.</b></p>	
<b>2.1</b>	<p><b>Resolved:</b> Appointed Vice Chair Bernadette Donnelly for year 2024/25</p>	
<b>2.2.</b>	<p><b>Resolved:</b> Acceptance of office signed</p>	
<b>3.</b>	<p><b>To receive apologies for absence</b></p> <p>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>	
<b>3.1.</b>		

	<b>Resolved:</b> All absence members should tender their apologies to the clerk	
<b>4.</b>	<b>Declarations of Interest to be updated</b>	
	<ul style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of Interests.</li> <li>b. To declare any Disclosable Pecuniary Interests in items on the agenda and their Nature.</li> <li>c. To declare any Other Disclosable Interests in items on the agenda and their nature</li> </ul>	
<b>4.1.</b>	<b>Resolved:</b> All Cllrs have been reminded to update their Register of interest.	
<b>5.</b>	<b>Confirmation and signing of minutes of the AGM Meeting held on Thursday 18<sup>th</sup> May 2023.</b>	
<b>5.1.</b>	<b>Resolved:</b> Minutes of the last Full Council meeting held on 18 <sup>th</sup> May 2023, were approved, and signed by the Chair as a true record.	
<b>6.</b>	<b>Confirmation of internal auditor</b>	
<b>6.1.</b>	<b>Resolved:</b> Ruth Roberts, appointed 2024/25.	
	<b>Confirmation of external auditor</b>	
<b>6.2.</b>	<b>Resolved:</b> Moore external auditor appointed 2024/25	
<b>7.</b>	<b>To appoint signatories to sign bank/ cheques on behalf of the Parish Council</b>	
<b>7.1.</b>	<b>Resolved:</b> Chairman D Cole and Councillor L Browning, are the appointed signatories 2024/25	
<b>8.</b>	<b>To approve and adopt the Standing Orders for Kingshurst Parish Council.</b>	
<b>8.1.</b>	<b>Resolved:</b> KPC Standing orders have been approved 24/25.	
<b>9.</b>	<b>To approve and adopt the Financial Regulations for Kingshurst Parish Council 24/25.</b>	
<b>9.1.</b>	<b>Resolved:</b> Financial regulations have been delegated to the finance committee to update the new amendments 24/25	
<b>10.</b>	<b>Members allowances 24/25:</b> (England)Regulations 2003 for the payment of a Basic Members Allowance	
<b>10.1.</b>	<b>To confirm:</b> All members have received the working party's members allowance proposal and KPCs, "Councillors expenses policy"	

<p><b>10.2.</b></p> <p><b>10.3.</b></p>	<p><b>Resolved:</b> All Cllrs have received all information</p> <p><b>To agree to adopt the Local Authorities (Members Allowances) 24/25</b>  <b>Resolved:</b> Members agreed <b>not</b> to adopt the members allowance for 2024/25.</p> <p>Regulation 26 of The Local Authorities (Members' Allowances) (England) Regulations 2003 amended in 2004 allows a parish council to pay both elected and co-opted members allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty</p> <p><b>To agree to adopt the KP Councillors Expenses policy</b>  <b>Resolved:</b> Members agreed to adopt KP Councillors Expenses policy.</p>	
<p><b>11.</b></p> <p><b>11.1.</b></p>	<p><b>Electronic Communications Act 2000</b>  <i>Section 8 of the Electronic Communications Act 2000 allows authorising or facilitating the use of electronic communication.</i>  <i>The Order made under Section 8 of the Electronic Communications Act 2000 will amend Schedule 12 of the Local Government Act 1972 to put beyond doubt that local authorities may send their members summonses to attend meetings, including agendas and related papers, to meetings electronically</i></p> <p><b>To authorise electronic emails to all councillors</b>  <i>The electronic communication may include attachments, such as a meeting agenda or papers, or a web-link enabling a member to view meeting papers.</i></p> <p><b>Resolved:</b> All members have authorised electronic communication.</p>	
<p><b>12.</b></p> <p><b>12.1.</b></p>	<p><b>Committees 2024-2025</b>  <i>Section 101 (of the Local Government Act 1972) allows a council to delegate the power to make decisions to an Councillor, a committee, a sub-committee or another council.</i></p> <p><b>Committee Structure</b></p> <p><b><u>Standing committees</u></b></p> <p><b>Finance and General Purpose:-</b> Cllr L Cole, Cllr Browning, Cllr J Edwards, Cllr D Cole  <b>Resolved:</b> F&amp;G Committee - Cllr Browning, Cllr L Cole,Cllr J Edwards, Cllr D Cole.</p> <p><b>HR/Staffing Committee:</b> - Cllr Donnelly, Cllr Edwards, Cllr D Cole.  <b>Resolved:</b> HR/Staffing committee - Cllr Donnelly,Cllr Edwards,Cllr Cole</p>	

<p>12.2.</p> <p>12.3.</p> <p>12.4.</p>	<p><b>Events Committee:</b> - Cllr D Cole, Cllr L Cole, Cllr Donnelly, Cllr Browning, Cllr Frampton  <b>Resolved:</b> Events Committee - Cllr Browning, Cllr D Cole, Cllr L Cole, Cllr Donnelly, Cllr Frampton.</p> <p><b>Allotments/Community Garden Committee:</b> - Cllr Edwards, Cllr Browning, Cllr Baillie  <b>Resolved:</b> Allotment Committee - Cllr Edwards, Cllr Browning, Cllr Baillie</p> <p><b>Environment Committee:</b> - Cllr Donnelly, Cllr Frampton, Cllr Daly, Cllr L Cole  <b>Resolved:</b> Environment Committee - Cllr Frampton, Cllr B Donnelly, Cllr L Cole.</p> <p><b>Planning Committee:</b> - Cllr Browning, Cllr Donnelly, Cllr Baillie.  <b>Resolved:</b> Planning Committee - Cllr Donnelly, Cllr Browning, Cllr Baillie</p> <p><b>Committees Terms of reference to be reviewed at first Committee meeting.</b>  <b>Resolved:</b> Committee “Terms of reference” to be reviewed at Committee meeting</p> <p><b>To decide and action any working parties for projects in the year ahead 24/25.</b>  <b>Resolved:</b> Agreed to action No working parties at this present time for 2024/25</p> <p><b>To fix the dates and times of ordinary meetings of the Council and Committees for the year 2024/25.</b>  <b>Resolved:</b> Ordinary Full Council Meeting dates have been approved</p>	
<p>13.</p> <p>13.1(a)</p>	<p><b>To decide and elect councillors to represent KPC on outside bodies.</b></p> <ul style="list-style-type: none"> <li>● Birmingham Airport consultative committee</li> <li>● WALC/ NALC</li> <li>● School Governors  Yorkswood, Kingshurst and St Anthonys.</li> </ul> <p><b>Resolved:</b> Cllr D Cole will represent KPC at the Birmingham airport meetings</p>	

<b>13.1(b)</b>	<b>Resolved:</b> Cllr Cole will represent KPC school Governor for Kingshurst Primary school 24/25	
<b>14.</b>	<b>Date of next AGM meeting: Location to be confirmed May 2025.</b> <b>Resolved:</b> AGM Meeting to be arranged for year 2025.	
	<b>AGM Meeting 2024 Finished: 7.05pm.</b> <b>Full Council Meeting commenced at 7.10pm.</b>	

Signed (Chair)

Date: