



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

## Minutes of the

### Annual General Meeting

on Thursday 15<sup>th</sup> May 2025 at 5.30pm,

at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

**Council Members:**

*Cllr D Cole (chair), Cllr B Donnelly, Cllr L Cole, Cllr S Daly, Cllr M Frampton, Cllr J Edwards, Cllr M Asante, Cllr J Kimberley, Cllr L Baillie, Cllr L Browning, Cllr M Brain (Vice-Chair), Cllr S Golby.*

**Council Members Present:**

*D Cole (chair), L Cole, M Frampton, Cllr L Baillie, Cllr L Browning, Cllr J Edwards, Cllr M Brain, Cllr S Daly, Cllr B Donnelly, Cllr Asante*

**Public in Attendance:** None

Paula Coyle  
Clerk to Kingshurst Parish Council

## Minutes

| <u>Item</u> |  | <u>Action</u> |
|-------------|--|---------------|
|             | <b>Welcome and Housekeeping:</b><br>Chair Cllr D Cole welcomed everyone to the meeting of Kingshurst Parish Council and went through housekeeping rules    |               |
|             | <b>Chairman's End of Term report.</b>  |               |
|             | <b>Public Forum</b><br>Members of the Public are invited to speak in Public Forum for a maximum of 3 minutes and should give their name and subject to the |               |

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|                                   | <p>Clerk before the meeting commences.Total time allocated to Public Forum will not exceed 10 minutes in accordance with Standing Orders).</p> <p>Members of the public are welcome to stay for some or all of the meeting.<br/>Any items brought to Council but not on the agenda may be considered for future meetings on written application to the Clerk.</p> <p><b>KP Councillors will not comment on agenda items in the Public Forum</b></p> <p>Public in Attendance - None.</p>  |  |
| <p>1.</p> <p>1.1.</p> <p>1.2.</p> | <p><b>Election of Kingshurst Parish Council Chairman - Term 2025 - 2026</b></p> <p><b>Resolved:</b> Appointed Chairman David Cole term 2025-26</p> <p><b>Followed by:</b> Signing of the Declaration of Acceptance of Office</p> <p><b>Resolved: signed</b> Declaration of Acceptance of Office</p>  |  |
| <p>2.</p> <p>2.1.</p> <p>2.2.</p> | <p><b>Election of Kingshurst Parish Council Vice Chairman – Term 2025–2026</b></p> <p><b>Resolved:</b> Appointed Vice chairman Cllr Brain - Term 2025-2026</p> <p><b>Followed by:</b> Signing of the Declaration of Acceptance of Office</p> <p><b>Resolved: signed</b> Declaration of Acceptance of Office</p>  |  |
| <p>3.</p>                         | <p><b>To receive apologies for absence</b></p> <p><i>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.</i></p> <p><b>Resolved:</b> Apologies were accepted from Cllr Golby</p> <p><b>Resolved:</b> No apologies were received from Cllr Kimberley</p> <p>Cllr Asante was running late</p> |  |

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| <p><b>4.</b></p> <p><b>4.1</b></p>                     | <p><b>Declarations of Interest</b></p> <p><b>To be updated</b></p> <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> <p><b>Resolved:</b> All councillors have been advised to update their Register of interest</p> |  |
| <p><b>5.1.</b></p>                                     | <p><b>Confirmation and signing of minutes of the AGM Meeting held on Thursday 9<sup>th</sup> May 2024.</b></p> <p><b>Resolved:</b> That minutes of the last AGM meeting held on 9<sup>th</sup> May 2024, were approved, and signed by the Chair as a true record.</p>  |  |
| <p><b>6.</b></p> <p><b>6.1.</b></p> <p><b>6.2.</b></p> | <p><b>Confirmation of Internal Auditor for 2025/26 financial year</b></p> <p><b>Resolved: Internal Audit - Roberts and Co Chartered Certified Accountants</b> for 2025/26 financial year.</p> <p><b>Acknowledgement of External Auditor – Moore for 2025/26 financial year.</b></p> <p><b>Resolved:</b> External Auditor – Moore for 2025/26 financial year.</p>   |  |
| <p><b>7.</b></p> <p><b>7.1.</b></p>                    | <p><b>Confirmation: Bank Signatories for the Year 2025/26</b></p> <p><b>To Confirm:</b> Cllr David Cole and Cllr L Browning will continue as the authorised checks/bank signatories for the financial year 2025/26.</p> <p><b>Resolved:</b>Confirmation of bank signatories Cllr D Cole and Cllr Browning.</p>   |  |
| <p><b>8.</b></p> <p><b>8.1.</b></p>                    | <p><b>Standing Orders for Kingshurst Parish Council 25/26.</b></p> <p><b>To Note:</b> Standing orders from NALC</p> <p><b>Noted:</b> Standing orders from NALC</p>   |  |
| <p><b>9.</b></p> <p><b>9.1.</b></p>                    | <p><b>Code of Conduct</b></p> <p><b>To Note:</b> Continued adherence to the code</p> <p><b>Noted:</b> Continued adherence to the code</p>  |  |

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| 10. | <p><b>Financial Regulations 25/26.</b><br/> <b>Resolved:</b> KPC Financial regulations</p>  |  |
| 11. | <p><b>Risk Assessment</b><br/> <b>To consider and review the risk assessment 2025/26</b><br/> <b>Resolved:</b> Delegated to the finance committee</p>   |  |
| 12. | <p><b>Members allowances 24/25:</b><br/> (England) Regulations 2003 for the payment of a Basic Members Allowance<br/> <i>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.</i></p> <p><b>Resolved:</b> A parish council may pay to both elected and co-opted members allowances in respect of travel and subsistence. <b>These are discretionary allowances.</b></p>  |  |
| 13. | <p><b>Electronic Communications Act 2000</b><br/> Section 8 of the Electronic Communications Act 2000 allows authorising or facilitating the use of electronic communication. 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</p> <p><b>13.1. To authorise electronic emails to all councillors</b><br/> <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> Electronic emails have been authorised for distribution.</p> <ul style="list-style-type: none"> <li>● Cllr Daly will continue to receive hard copies.</li> <li>● Cllr Kimberley has requested hard copies; these will be made available for collection from Kingshurst Library</li> </ul> |  |
| 14. | <p><b>Committees 2025-2026</b><br/> <i>Section 101 (of the Local Government Act 1972) allows a council to delegate the power to make decisions to an officer, a committee, a sub-committee or another council.</i></p> <p><b>Committee Structure</b></p>  |  |

**14.1. Standing committees 2025-2026**

**Finance and General Purpose:-** *Cllr D Cole, Cllr L Cole, Cllr Browning, Cllr Edwards, Cllr Daly, Cllr Brain.*

**HR/Staffing Committee:** *- Cllr Donnelly, Cllr Edwards  
Cllr D Cole, Cllr Daly*

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**Events Committee:** *- Cllr D Cole, Cllr L Cole, Cllr Donnelly, Cllr Browning, Cllr Daly, Cllr Brain, Cllr Frampton*

**Allotments Committee:** *- Cllr Edwards, Cllr Browning, Cllr Baillie*

**Environment Committee:** *- Cllr Donnelly, Cllr Frampton, Cllr Daly, Cllr Browning*

**Planning Committee:** *- Cllr Browning, Cllr Donnelly, Cllr Baillie, Cllr Brain*

**14.2. Committees Terms of reference** to be reviewed at the first Committee meeting.

**Resolved:** Terms of reference will be reviewed at first committee meetings

**14.3. Committees to decide and action any working parties** for projects in the year ahead 24/25

**Resolved:** Committees can action working parties if needed

**14.4. The Community Garden**

**To Note:** From June 2025, the Community Garden will no longer be overseen by the Parish Council. Instead, it will come under the care of a newly formed Community Interest Group (CIC).

*The formation of a CIC will also create new opportunities for external funding, which has previously been difficult to access due to the Parish Council's involvement with the allotment site*

The Parish Council was informed that the CIO (Charitable Incorporated Organisation) has been agreed. SMBC has advised that this enables the group to begin applying for funding.

**The CIO is a volunteer-led initiative.**

**Resolved:** The Parish Council noted and supported the establishment of the CIO.

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| <p><b>15</b></p> <p><b>15.1.</b></p>  | <p><b>To fix the dates and times of ordinary meetings of the Council and Committees for the year.</b></p> <p><i>Draft Meeting Schedule for 2025/256- Attachment 1</i><br/> Parish councils are legally required to hold a minimum of four meetings per year<br/> <b>Resolved:</b> Meeting Schedule has been approved.</p>                          |  |
| <p><b>16.</b></p> <p><b>16.1.</b></p> | <p><b>To decide councillors to represent KPC on outside bodies.</b></p> <ul style="list-style-type: none"> <li>● Birmingham Airport consultative committee - <b>Cllr D Cole</b></li> <li>● WALC/ NALC - <b>Cllr Frampton &amp; Cllr Donnelly</b></li> <li>● <b>School Governors</b><br/> Kingshurst Primary school - <b>Cllr D Cole</b></li> </ul> |  |
| <p><b>17.</b></p> <p><b>17.1.</b></p> | <p><b>Matters arising from the last meeting.</b></p> <p>To Note boundary change<br/> <b>Noted: Boundary change</b></p>   |  |
| <p><b>18.</b></p> <p><b>18.1.</b></p> | <p><b>Date of next AGM meeting: Location and date to be confirmed</b></p> <p><b>May 2026.</b></p> <p><b>Noted:Date of next AGM meeting: May 2026</b></p>   |  |
|                                       | <p><b>Annual General Meeting 2026</b><br/> <b>Finished: 6.20PM</b></p>   |  |

Signed (Chair)

Date: