

FORDBRIDGE TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD ON 14TH MAY 2018

PRESENT: Councillor P. Allen
H. Bennett-Watson
M. Blackburn
D. Cole
K. Dooley
D. Hinsley
J. Kimberley
S. McLaughlin
A. Nash
F. Nash
L. Sorrell

8217. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2018/2019 MUNICIPAL YEAR
RESOLVED that Councillor Sorrell be elected
Chairman of the Council for the 2018/
2019 Municipal Year
8218. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE
Councillor Sorrell declared her acceptance of office in the presence of the Council's proper
officer
8219. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE 2018/2019
MUNICIPAL YEAR
RESOLVED that Councillor Blackburn be appointed
Vice-Chairman of the Council for the
2018/2019 Municipal Year
8220. APOLOGIES
An apology for non-attendance from Councillor C. McLaughlin (recovering following stroke)
was received and acknowledged but not approved.
8221. DECLARATIONS OF PECUNIARY INTEREST FROM MEMBERS AND OTHER
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA.
There were no declarations of interest made by members relating to items on the agenda.
8222. COMMENTS, QUESTIONS OR SUGGESTIONS MADE BY MEMBERS OF THE PUBLIC
There were no comments, questions or suggestions made by members of the public.
8223. PRESENTATION OF BADGE TO FORMER CHAIRMAN
The Chairman presented a former Chairman's Badge to Councillor Dooley and thanked him
for the work he had undertaken over the previous twelve months in difficult personal
circumstances.
8224. ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDED 31ST MARCH
2018
The Clerk submitted the annual governance statement which constitutes section 1 of the
Annual Return for the financial year ended 31st March 2018 for approval.
RESOLVED that the annual governance statement
for the year ended 31st March 2018 as
submitted be approved
8225. ACCOUNTING STATEMENTS FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2018
The Clerk submitted the accounting statements which constitutes section 2 of the Annual
Return for the financial year ended 31st March 2018 for approval.
RESOLVED that the accounting statements for the
financial year ended 31st March 2018 as
submitted be approved

8226. APPOINTMENT OF COMMITTEES RESOLVED that membership of the Committees for the 2018/2019 municipal year be as set out in Appendix A
8227. APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES RESOLVED that the Council's representatives on other bodies be as set out in Appendix B
8228. MINUTES RESOLVED that the Minutes of the Meeting held 23rd April 2018 be approved and signed by the Chairman as a correct record of the proceedings.
8229. CONSIDERATION OF FILLING TWO CASUAL VACANCIES BY CO-OPTION: BENNETT'S WELL WARD AND HATCHFORD WARD RESOLVED that subject to any interest from potential applicants, consideration of these vacancies be deferred for three months
8230. CALENDAR OF MEETINGS AND EVENTS 2018/2019 RESOLVED that the calendar of meetings and events as set out in Appendix C be approved.
8231. APPOINTMENT OF CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2018/2019 MUNICIPAL YEAR RESOLVED that Councillor Hinsley be appointed Chairman of the Staffing Committee for the 2018/2019 Municipal Year
8232. REVIEW OF THE COUNCIL'S STANDING ORDERS AND CONSIDERATION OF PROPOSED ADDITIONAL SCHEDULE
 The Clerk submitted details of proposed amendments to the Council's standing orders and a proposed additional schedule to constitute part of the standing orders which will further describe items specific to the Council.
 RESOLVED that the proposed amended standing orders and the additional schedule as set out in Appendix D be approved

The meeting closed at 8.00 p.m.

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 CHAIRMAN

FORDBRIDGE TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD ON 14TH MAY 2018

APPENDIX A

Finance and General Purposes Committee

Chairman, Vice-Chairman(Ex-Officio), All other currently elected Members of the Council.

Staffing/Grievance Committee

Councillors Allen, Blackburn, Hinsley, S. McLaughlin and Sorrell

Appeals Committee

Councillors Bennett-Watson, Dooley and A. Nash

Fordbridge Prize Sub-Committee

Councillors Allen, Dooley, Hinsley, S. McLaughlin and Sorrell

APPENDIX B

REPRESENTATIVES ON OTHER BODIES

<u>Body</u>	<u>No. of</u>	<u>Representative(s)</u>	<u>Term</u>	<u>Expires</u>
Airport Consultative Committee	1	L. Sorrell	1 yr	May 2019
North Solihull Partnership Forum	1	K. Dooley	"	"
WALC Solihull Area Committee	2	K. Dooley & D. Hinsley	"	"

APPENDIX C

CALENDAR OF MEETINGS AND EVENTS

Calendar for Town Council Meetings:

2nd July 2018, 13th August 2018, 8th October 2018, 3rd December 2018, 21st January 2019, 4th March 2019, 15th April 2018, 13th May 2018 (Annual Meeting and Annual Parish Meeting)

Calendar for Finance and General Purposes Committee Meetings:

18th June 2018, 30th July 2018, 24th September 2018, 12th November 2018, 7th January 2019, 18th February 2019, 1st April 2019

Calendar for Staffing Committee and Sub-Committee Meetings:

25th June 2018, 17th September 2018, 14th January 2019, 25th March 2019

Fordbridge Prize Sub-Committee Meeting 11th June 2018

Fordbridge Prize Presentation Evening 16th July 2018

Garden Competition Presentation: 26th September 2018

Christmas Tree Lights: 26th November 2018

APPENDIX D

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary (*see additional schedule [1]*), and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee; (*see additional schedule [2]*)
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee (*see additional schedule [3]*) which shall be no less than three;

15. Proper Officer (Proposed revision)

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least FOUR clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

PROPOSED ADDITIONAL SCHEDULE

1. The Council has appointed the following committees (see part 4 section d):-

- a) Appeals Committee with a membership of three members
- b) Finance and General Purposes Committee with a maximum membership of twelve members
- c) Fordbridge Prize Sub-Committee with a membership of five members
- d) Staffing Committee with a membership of five members

2. The term of office for members of all committees shall be to the annual meeting at the end of each municipal year (see part 4 section d [iv]):-

3. The Council has determined the quorum for each committee (see part 4 section d [viii]):-

- a) Appeals Committee (all members must be present to constitute a quorum)
- b) Finance and General Purposes Committee (quorum of five members)
- c) Fordbridge Prize Sub-Committee (quorum of three members)
- d) Staffing Committee (quorum of three members)