



At the Annual General Meeting of the  
New Frankley in Birmingham Parish  
Council on Monday 20 May 2024 at 7pm,  
12 Arden Road, Birmingham, B45 0JA.

- Present: Cllr Jo Walker (Chair)
- Cllrs present: Alarra Cowie, Kate Strachan, Alarra Cowie, Marion Kenyon, Mick Murphy, Sue Bradley, Phil Johnston.
- Also: Rachael Anstey (Clerk), Margarita Fackrell (RFO).
- Public: 1
- Absent: Cllrs Sue Baker, Ray Price.

## MINUTES

### ELECTION OF CHAIRPERSON OF THE PARISH COUNCIL

- 6851 Upon receipt of nominations, it was -  
**RESOLVED:** That, for the period 2024-25 (ending with the AGM in May 2025) Cllr Walker be elected Chair of the New Frankley in Birmingham Parish Council. The Acceptance of Office Form was signed by the new Chair and then the Clerk.

### ELECTION OF VICE-CHAIR OF THE PARISH COUNCIL

- 6852 It was **RESOLVED:** That, for the period 2024-25 (ending with the AGM in May 2025) Cllr Coates be elected Vice-Chair of New Frankley in Birmingham Parish Council.

### MINUTES OF THE LAST PARISH COUNCIL MEETING

- 6853 It was **RESOLVED:** That the Minutes of the meeting of the last parish council meeting dated 17<sup>th</sup> April 2024, were confirmed accurate and signed.

### APPOINTMENT OF MEMBERS ON EXISTING COMMITTEES

The meetings were to be convened, by the call of the chair of each committee, subject to there being business to transact.

- 6854 The list of committees, members, and an outline of the deferred responsibilities in their Terms of Reference was available on the website. New appointments for the period 2024-25 (ending in the AGM in May 2025) would be updated as follows:

*i) Resilience Team & Flood Plan Working Group*

Upon receipt of nominations, it was –

6855 **RESOLVED:** That, Cllrs Johnston and Murphy be nominated as members on the Resilience Team & Flood Plan Working Group.

*ii) Finance & Management Committee*

Following receipt of nominations, it was -

6856 **RESOLVED:** That, Councillors Murphy, Strachan, Johnston, Cowie, Bradley along with Cllrs Walker and Coates (as the Chair and Vice Chair of the Council exercised their right to be ex officio members) be appointed as members on the Finance and Management Committee.

*iii) Planning, Environmental, Highways & Public Transport Committee*

Following receipt of nominations, it was –

6857 **RESOLVED:** That, Councillors Murphy, Johnson, Bradley and Strachan with Coates appointed as Chair as Chair of the Committee (as Vice Chairperson of the Council exercised her right to be ex officio member) be appointed as members to serve on the Planning, Environmental, Highways and Public Transport Committee.

*iv) Appeals Committee*

Following receipt of nominations, it was -

6858 **RESOLVED:** That, Councillors Cowie, Kenyon and Baker be appointed as members on the Appeals Committee.

*v) Staffing Committee*

Following receipt of nominations, it was -

6859 **RESOLVED:** That, Councillors Strachan with Walker and Coates (as Chair and Vice-Chair of the parish council exercised their rights to be ex officio members) be appointed as members on the Staffing Committee.

**REPRESENTATIVES APPOINTED ON EXTERNAL BODIES:**

*(a) Birmingham City Council's Standards Board*

Upon receipt of a nomination, it was-

6860 It was **RESOLVED:** That, Cllr Kenyon be nominated to attend meetings as the Parish Council's representative on the City Council's Standards Committee, as and when they convened a meeting.

Despite updating BCC of the new representative details last year, they have been trying to communicate to the old representative who has left the parish council leaving Cllr Kenyon with 2 days' notice to attend a meeting. The Clerk would follow this up again.

(b) *Balaam's Wood Management Committee*

Upon receipt of nominations, it was –

6861 **RESOLVED:** That, Cllrs Coates and Walker be nominated to attend meetings as the Parish Council's representatives on the Balaam's Wood Management Committee.

(c) *Frankley Carnival & Events Committee*

Upon receipt of a nomination, it was –

6862 **RESOLVED:** That, Cllr Coates be nominated to attend meetings of the Frankley Carnival Committee as a representative of the Parish Council.

(d) Frankley Library-

Upon receipt of a nomination, it was –

6863 **RESOLVED:** That, Councillor Baker be nominated to attend meetings of the Frankley Library as a representative of the Parish Council.

DATES OF MEETINGS OF THE PARISH COUNCIL FOR THE YEAR 2024-2025

6864 It was **RESOLVED:** That, the proposed meetings of the Parish Council dates for the forthcoming Municipal Year be held monthly, falling on the 3<sup>rd</sup> Monday of month subject to there being business to transact, at 7pm in the parish office, commencing with –

2024

15 July;

16 September,

21 October,

18 November,

16 December.

2025

20 January,

17 February

17 March;

REVIEW OF POLICIES REVIEW

6865 As it was an arduous task to review all in one go, the suggestion was to review one policy at a time throughout the year, starting with the new NALC's model Financial Regulations 2024, which required customising, completed by the Finance & Management Committee before adopting at the next parish council meeting.

Existing policies listed below were available to view on the website:

Standing Orders,  
Health & Safety Policy,  
Safeguarding Policy,  
LGA Code of Conduct.  
Freedom of Information Act Publication Scheme  
Privacy Policy,  
Social Media Policy,  
Procedure for Dealing with Complaints,  
Internal Controls Policy,  
[Equality, Diversity & Inclusivity Policy](#).

- 6866 It was **RESOLVED**: That, all the existing policies readopted, subject to the following amendment: that the Safeguarding Policy included who to report concerns to at the parish council, that being the Safeguarding Officer. Cllr Kenyon nominated herself having a valid DBS check in place and had undergone training was most suited to the role of Safeguarding Officer.
- 6867 Suggested reviews to be undertaken in the year 2024-25:  
- Flood Plan by the Resilience Team.  
- Risk Register throughout the year as a living document by F&M Committee.  
- Business contingency on the building by F&M Committee.
- 6868 On a query raised about the Freedom of Information, the model publication scheme had been prepared and approved by the Information Commissioner, so that it could be adopted without modification by the parish council or further approval and would be valid until further notice (page 1). All the information covered by the Publication Scheme (pages 5-8) provided the necessary details on how to access what, and where, for instance if it was not available on the website, a request for a hard copy could be made at no charge. The details for contacting the Parish Clerk and location of Parish Office was on the document published on the website but it would also be made available on the notice boards as well.
- 6869 Following the recommendation on areas of improvement by the internal auditor last year and the NALC model guidelines, it was –  
**RESOLVED**: That, the [Grievance Policy](#), [Disciplinary Policy](#), and Lone Worker/Home Working Policy be adopted and accessible on the website.

#### CHAIRPERSON'S ALLOWANCE

It was proposed, with none dissenting, was -

- 6870 **RESOLVED:** That the Chairperson's allowance be set at £800 per annum for the forthcoming Municipal Year 2024-2025 and that the payment thereof be paid in 10 equal monthly instalments commencing in May 2024.

## ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24

### [\(Interleaved Documents\)](#)

The smaller authority must complete AGAR Form 3 due to being over the threshold and therefore was not eligible for exemption from audit completion.

- 6871 The internal auditor's report was received. It was a good report, last year's recommendations had been made as improvements. This year's was to ensure minute page numbers ran consecutively, ensure email addresses were in line with the practitioner guidance and that the grievance and disciplinary policies were on the website, all of were in the process of doing. The Clerk and the RFO were thanked for their work done well.
- 6872 Section 1, Annual Governance Statement 2023-2024 had been approved and signed.
- 6873 Section 2, Accounting Statements for 2023-2024 comparison against the previous year, the explanation between the differences was less expenditure this year due to the truck being off the road and less spend on CCTV, was approved and signed.
- 6874 Section 3, would be sent to the external auditor along with all the AGAR paperwork.
- 6875 The Notice of the period for the exercise of public rights set out inspection of the accounts for 30 days to encompass first two weeks in July 2024, and a declaration that the accounting statements are as yet unaudited. The announcement would be prepared this week and published on 5 June.

## ASSET REGISTER

- 6876 A query by the RFO over whether the truck should be included on the Asset Register now it had become part of the Parish Council and what the value. It would be added on at the original purchase price for insurance purposes.

## 6877 REPORT OF THE DISTRICT COUNCILLOR

There was no report from the District Councillor.

## PUBLIC PARTICIPATION

- 6878 A member of the public raised a concern that if the parish council passed on an issue they had been dealing with, it can't be left there, as the resident would be under the impression that the parish council was dealing with it. It needed to be followed up

by putting pressure on who it had been passed on to and keeping the resident informed.

**FOR INFORMATION ONLY**

- 6879 The flag and plaque had arrived to mark D-Day, 80<sup>th</sup> anniversary. So far a flag bearer had confirmed attendance. A suggestion was made about contacting the music department at the school for the event.
- 6880 On the list of repairs, a councillor was waiting to hear back on what was available for April 2024-25, covering kitchen and bathroom improvements.
- 6881 A resident had reported green bins set on fire on Arden and Ormond Road and requested replacements as rubbish was spilling over. A further two were missing. A request would be put to Nadeen at the Housing Liaison Board to see if there was any provision in the budget. In the meantime, a member of the HLB would forward a list of the bins' locations.

**MEETING ENDED AT 21.30 HOURS**

Chairperson.....

Date.....