

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**

At a meeting of the Planning,  
Environmental, Highways and Public  
Transport Committee held at the Parish  
Council Offices, 12 Arden Road, Frankley on  
Monday, 24<sup>th</sup> April 2017 at 1930 hours.

Present: -

Councillor Sam Goodwin (in the chair)  
Councillors Ian Bruckshaw, Eric Carter BEM, Linda Coates, Sid Grey MBE  
and Joanna Walker

**MINUTES**

**APPOINTMENT OF THE MEMBERS AND CHAIRPERSON OF THE COMMITTEE**

464 Resolution No.4409 of the Parish Council appointing Councillors Carter, Linda Coates, Goodwin, Grey and Hollis to serve on the Committee together with the Chairperson and Vice-Chairperson as ex-officio members and appointing Councillor Goodwin as Chairperson of the Committee was noted.

**TERMS OF REFERENCE**

465 The following Terms of Reference for the Committee were noted –

(Interleaved Document no. 1)

**DATES FOR FUTURE MEETINGS OF THE COMMITTEE**

466 It was agreed that future meetings of the Committee be convened at the call of the Chairperson as and when there is business to be transacted.

**APOLOGIES FOR ABSENCE**

467 An apology for non-attendance was submitted on behalf of Councillor Hollis (illness). The reason for the Councillor's absence was approved.

**DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA**

468 No declarations were made.

[193]

*OMB 13/5/2017*

## **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

469 No Members of the Public were present.

### **MINUTES**

It was proposed by Councillor Linda Coates, seconded by Councillor Bruckshaw, and, with none dissenting, was -

470 **RESOLVED:** That the Minutes of the meetings of the Planning, Environmental, Highways and Public Transport Committee held on 8th August 2016 having previously been circulated, were taken as read, confirmed and signed.

(Interleaved document no 2)

### **PLANNING APPLICATIONS**

#### **Consultation Document – North Worcestershire Golf Club Proposed Development.**

The following Planning Consultation document advising of the outline planning application for the demolition of the club house and the development of up to 950 dwellings, public open space, primary school, multi-use community hub, new access points and associated infrastructure was submitted.

(Interleaved Document no. 3)

Referring to the consultation and in particular the proposal to develop 950 dwellings, Members expressed concern that should the development be approved, the surrounding highways infrastructure would not cope with the anticipated increase in traffic.

Additionally, it was agreed that the proposal would coincide with the proposed housing development in Longbridge, therefore placing a heavy burden on the main highway into the City Centre and would create the necessity for road widening both locally and into the City Centre.

It was proposed by Councillor Grey, and seconded by Councillor Linda Coates, and, with none dissenting, was -

*GMB 15/5/2017*

- 471 RESOLVED: That the concerns of the Parish Council relating to potential traffic problems be brought to the attention of the City Council Planning and Regeneration Committee in respect of Planning Consultation document 2017/02724/PA.

#### **DECISIONS MADE ON PLANNING APPLICATIONS**

- 472 There were no decisions relating to applications which the Committee had commented on.

#### **ITEMS FOR INFORMATION ONLY**

##### **Future Meetings of the Committee**

- 473 Councillor Linda Coates queried whether future meetings of the committee could commence at the earlier time of 13.30 hours, suggesting that it would be beneficial for all concerned. On the suggestion of the Councillor Bruckshaw it was agreed that future meetings of the Committee commence at 13.00 hours.

##### **FSC Waste Collection**

- 474 Councillor Joanna Walker reported that in her opinion, the waste collection service was being abused by certain residents, and added that in certain areas, fly tipping was reoccurring shortly after the waste had been collected by the Street Champions.

Councillor Goodwin suggested that residents concerned should be "named and shamed", however it was pointed out that was not considered feasible as that was a City Council issue.

The clerk stated that Jacqui Kennedy, Corporate Director was due to visit the Parish Council to address members prior to the Annual meeting of the Council scheduled for May 15<sup>th</sup> 2017, and advised that was the correct forum to raise issues concerning repetitive fly tipping and possible solutions.

#### **LOCAL ISSUES RAISED BY MEMBERS OF THE PUBLIC**

- 475 There were none.

The meeting ended at 2010 hours

.....  
Chairperson

.....  
Date

*AMB 15/5/2017*



# Diane Malley MAAT

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4th May 2017

New Frankley in Birmingham Parish Council  
40 Meadowvale Road  
Lickey End  
Bromsgrove  
Worcestershire  
B60 1JY

Dear Chairman

## **Internal Audit for New Frankley in Birmingham Parish Council**

I have now completed the internal audit for New Frankley in Birmingham Parish Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

### **Declarations of Interest**

I have previously raised concern that members are remaining in meetings and contributing to discussions when grant applications from organisations they are affiliated to are being considered. I note from the minutes that this has continued for the year 2016/17.

I would strongly recommend against this course of action as the parish council is being put at risk of criticism, decisions made could be challenged and members concerned could find themselves being reported for a possible breach of the code of conduct. Although the interest in organisations may not be prejudicial, a member of the public knowing the facts may view that members will be biased in their decision and therefore the advice is to leave the room when the grant application is being discussed.

### **A. Appropriate books of account**

Appropriate books of account have been kept during the year. The council has used a software package, the books are kept up to date and the accounts are balanced monthly.

### **B. Financial Regulations**

There is a clear audit trail of all samples picked. Financial Regulations were met, payments were supported by receipts or invoices and payment schedules were reported to meetings.

VAT was appropriately accounted for and a reclaim made.

### **C. Risk Assessments**

The risk assessment has been carried out and reviewed by the council.

The council's insurance cover includes public liability, employer's liability and fidelity

aat

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*amb 15/5/2017*



## Diane Malley MAAT

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guarantee and is adequate for the council's needs.

### D. Precept

The precept was set after the council considered its budget requirements for the year at a full council meeting.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to council meetings on a regular basis.

### E. Income

There were no unusual receipts during the year. Interest has been recorded in the accounting records

### F. Petty Cash

Petty cash has been used appropriately and is reported to council. The float is reimbursed monthly.

All samples of petty cash were supported by receipts.

### G. PAYE

The PAYE is administered correctly using Basic Tools. PAYE and NIC has been calculated correctly and RTI's submitted to HMRC.

### H. Asset Register

The parish council maintains an updated asset register which has been reviewed during the year.

### I. Bank reconciliations

The bank accounts are reconciled to the cash book monthly.

### J. Accounting Statements

The parish council prepares the accounting statements on an Income and Expenditure basis. Debtors and creditors are made up of VAT reclaim and PAYE to HMRC.

### General

In general, the accounting records are well kept.

I would like to thank your clerk, Roger Griffiths, for his assistance in the internal audit review and enclose my invoice for your attention.

Yours sincerely

Diane Malley MAAT

**aat**

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and 15/5/2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

[Signature line]

and recorded as minute reference:

[Signature line]

Signed by Chair at meeting where approval is given:

[Signature line]

Clerk:

[Signature line]

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

GMB 15/5/2017

Section 2 – Accounting statements 2016/17 for -

Enter name of smaller authority here:

NEW FRANKLEY IN BIRMINGHAM P.C.

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	99,554	68,769	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	43,287	44,321	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	41,183	40,895	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	21,592	25,362	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	93,673	61,460	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	68,769	67,159	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	60,742	63,283	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	5099	9,272	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

[Signature line]

Date

[Date line]

I confirm that these accounting statements were approved by this smaller authority on:

[Date line]

and recorded as minute reference:

[Signature line]

Signed by Chair at meeting where approval is given:

[Signature line]

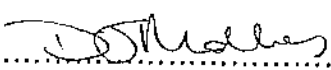
15/5/2017



**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**  
**BALANCE SHEET AS AT 31st MARCH 2017**

	2016/2017	2015/2016
<b><u>Current Assets</u></b>		
<u>Bank Accounts and Cash</u>		
Current Account	18,167.53	60,704.84
Deposit Account	45,015.10	
Petty Cash	100.00	37.17
<u>Other Assets</u>		
Eon Budget Payments		
Recoverable VAT	5,454.64	9,603.38
Prepayments		
<b><u>Current Liabilities</u></b>		
Staples Business Account		
H M R C	(1,577.53)	(72.68)
		(1,503.40)
<b><u>Net Assets</u></b>	<b>£67,159.74</b>	<b>£68,769.31</b>
<b><u>Represented by:-</u></b>		
<u>General Fund</u>		
Balance 31st March 2016	£67,159.74	£68,769.31

The above statement represents fairly the financial position of the Council as at 31st March 2017 and reflects the income and expenditure during the year.

Signed   
 (Internal Auditor)

Signed   
 (Chairperson)

Signed .....  
 (Responsible Financial Officer)

*AND 15/3/2017*

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**  
**INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDING 31 MARCH 2017**

	2016/2017		2015/2016	
	£	£	£	£
<b>INCOME</b>				
Precept	44,321.00		43,297.00	
Localising Council Tax Support Grant	40,899.00		40,899.00	
Current Account Interest	31.14		284.06	
Deposit Account Interest	15.10			
Bank Charges	(54.00)			
		85,212.24		84,480.06
<b>EXPENDITURE</b>				
<b>Staffing and Allowances</b>				
Staff Salaries Including Employers NIC	25,361.68		21,592.95	
Chairperson's Allowance	800.00		703.00	
Staff Wages	648.00			
Staff Expenses				
Members Expenses			22.80	
		26,809.68		22,318.75
<b>Accommodation Costs</b>				
Office Lease	6,400.00		6,400.00	
Business Rates				
Water Rates	177.06		138.10	
Electricity	350.21			
Gas	297.23		1,081.35	
Telephone	490.23		319.56	
Internet Services	291.88		270.00	
Office Furniture and Equipment	979.45		161.62	
Premises Repair and Maintenance	267.00		240.00	
Office Equipment Maintenance	100.00		77.00	
Office Equipment Lease	267.60		935.68	
Replacement Computer			424.97	
Office Refurbishment	21,820.81		43,254.64	
		31,441.47		53,302.92
<b>Administration Costs</b>				
Petty Cash	704.71		339.92	
Printing and Stationery	1,144.38		486.10	

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Computer Software and Consumables	599.83		128.29
Website Hosting and Updates	49.99		49.99
Audit Fees	565.00		460.00
Subscriptions	1,097.00		1,088.00
Parish Council Insurance	1,225.76		1,236.67
Hospitality	5.99		
Advertising - Recruitment			1,059.00
Training	120.50		100.00
Room Hire	45.00		185.00
		5,558.16	5,132.97
<b>Community Expenditure</b>			
Library Family Playscheme			3,600.00
Multi Use Games Area	66.50		65.00
Cleaning Princess Diana Way			
Parish Council Information Booklet			
Frankley Carnival	3,000.00		3,000.00
Reaside Community Centre	5,352.00		
1 <sup>st</sup> Board for front of Office	355.00		
Police Hard Tasking Equipment	600.00		
		9,373.50	6,665.00
<b>Section 137 Expenditure</b>			
Neighbourhood Caretakers Scheme			8,500.00
Loop Scoops	1,334.00		1,332.00
Gardening Services	840.00		840.00
Christmas Tree	115.00		228.33
Frankley Neighbourhood Forum	4,030.00		1,685.00
Frankley Community Awards Evening			
Friends of Balaam's Wood			260.00
Street Champions	5,815.00		15,000.00
Basic Skills Courses	1,005.00		
Community Sewing Classes	500.00		
		13,639.00	27,845.33
<b>Total Expenditure</b>		<u>86,821.81</u>	<u>115,264.97</u>
<b>Surplus/(Deficit) for the year</b>		(1,609.57)	(30,784.91)

AMD 15/5/2017

Cumulative Fund Balance

As at 1 April 2016

Surplus/(Deficit) for the year

As At 31 March 2017

	68,769.31	99,554.22
	(1,609.57)	(30,784.91)
	<u>67,159.74</u>	<u>68,769.31</u>

*Jmb 15/5/2017*

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**

**SUPPORTING NOTES ON THE 2016/2017 ACCOUNTS**

ASSETS

The Council has assets with a value in excess of £1,000 as follows -

- Parish Notice Board
- Office Furniture

LEASES

PROPERTY

The Council entered into a Lease on 4 February 2002 with Birmingham City Council for premises at 12 Arden Road, Frankley, Birmingham B45 0JA. The Lease commenced at an annualised rent of £5,500 payable quarterly in advance. With effect from 25<sup>th</sup> December 2008, the rent was increased to £6,400 per annum payable quarterly in advance. The Lease is for an unspecified time. However the notice period is 6 months on either side. The Lease is a "fully insuring and repairing" Lease. Birmingham City Council insures the premises for Fire etc. The Council insures the contents and interior fixtures and fittings with an All Risks Policy including the Plate Glass front window.

EQUIPMENT

The Council entered into a Lease on 1<sup>st</sup> September with Siemens Financial Services Limited for a Ricoh MP301SPH Copier and accessories provided by Midshires Business Systems at a quarterly rental of £80.28 (including VAT, maintenance an initial administrative charge [£ 178.80]) quarterly in advance and an Annual Service charge [ £60 ]. The Lease runs for 5 years and the equipment is covered by the Council's own insurance. The Council's computer system is insured under the Council's All Risks Policy for office contents.

BORROWINGS

The Council has no borrowings at 31 March 2017.

DEBTS OUTSTANDING

The Council has no debts outstanding at 31 March 2017.

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**

**SUPPORTING NOTES ON THE 2016/2017 ACCOUNTS**

**CAPITAL RESERVES**

The Council did not have a Capital Reserve at 31 March 2017.

**EARMARKED RESERVES**

The Council had no Earmarked Reserves at 31 March 2017.

**TENANCIES**

The Council had no Tenancy Agreements at 31 March 2017.

**AGENCY WORK**

The Council undertook no Agency Work during the Financial Year 2016/2017.

**CURRENT LIABILITIES**

As at 31 March 2017, the Council had liabilities as follows –

HMRC ( Tax and NI Contributions)	£1577.53
----------------------------------	----------

**ACCRUALS/PREPAYMENTS**

There were no Accruals or Prepayments as at 31<sup>st</sup> March 2017

**CONTINGENT LIABILITIES**

As far as is known there were no Contingent Liabilities at 31 March 2017.

**PENSIONS**

The Council made no contributions towards Pensions in the Financial Year 2016/2017.

**VAT REFUNDS**

VAT paid by the Council during the financial year 2016/2017 amounting to £5454.64 and the amount will be reclaimed from H M Revenue and Customs.

*AMB 15/5/2017*

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**

**SUPPORTING NOTES ON THE 2016/2017 ACCOUNTS**

SECTION 137 PAYMENTS

Payments made during the year were as follows –

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u> £
Parish Council	Purchase of Poop Scoops for distribution to dog owners in the Parish	1,334.00
Frankley Neighbourhood Forum	Grants for publication of the Community News	4030.00
Parish Council	Gardening Services – cutting grass on the areas in front of the shops	840.00
Street Champions	Grant toward the setup of a replacement Fly-tipping collect service within the parish	5815.00
Parish Council	Provision of Community Christmas Tree	115.00
Community Library	Basic Skills Courses	1005.00
Community Sewing Classes		500.00
	TOTAL	13,639.00

There were 5,250 Electors on the Electoral Roll as at 1<sup>st</sup> January 2017 Accordingly, the total amount available for Section 137 expenditure was  $5250 \times \text{£}7.36 = \text{£}38,640$ . Actual Section 137 spend during the Financial year 2016/2017 was  $\text{£}13,639.00$

COMMUNITY GRANTS

Community Grants paid during the year are as follows -

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u> £
Frankley Carnival	Grant towards the Carnival Costs	3,000.00 <sup>2</sup>
Playsafety Limited	MUGA Annual Inspection	66.50 <sup>1</sup>

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**

**SUPPORTING NOTES ON THE 2016/2017 ACCOUNTS**

Reaside Community Centre	Grant towards replacement windows	5,352.00 <sup>1</sup>
'I' Board for front of office	Apply for advertisement consent and permissions from BPS	355.00 <sup>4</sup>
Police Hard Tasking Equipment	Purchase of anti-burglary equipment	600.00 <sup>3</sup>
	Total	9373.50

- 1 Local Government (Miscellaneous Provisions) Act 1976, Section 19
- 2 Local Government Act 1972, Section 145
- 3 Crime and Disorder Act 1998, Section 17
- 4 Local Government Act 1972, Section 232

*QMB 15/5/2017*



NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL  
REPORT OF THE CLERK TO THE COUNCIL

15<sup>th</sup> May 2017

REPORT OF ACTIONS TAKEN BETWEEN MEETINGS

Set out below are the details of the Actions taken by the Clerk/RFO in consultation with the Chair under the authority granted Minute No. 4709).

Payee	Description	Reason for approval
Ms D Seymour	Staff Wages (5 Payments)	Agreed that staff wages to be paid on a weekly basis
R A S Griffiths	Salary	Paid in accordance with the provisions of the Contract of Employment
D J Phipps	Salary	Paid in accordance with the provisions of the Contract of Employment
HMRC	4 <sup>th</sup> Qtr PAYE and NI payment	Payment made within time limit set by HMRC
Brookside Fire Services	Annual Maintenance Contract	Payment made within time limit set by supplier
PlaySafety Limited	MUGA Inspection	Payment made within time limit set by supplier
WALC	Annual Subscription	Payment made within time limit set by Supplier
Fus'hia Landscapes	Gardening Service	Early payment made at the request of Contractor

Recommended: That the actions taken by the Clerk/RFO in consultation with the Chair under the authorisation granted by Minute No.4709, be noted.

Clerk to the Council & RFO

8<sup>th</sup> May 2017

*AMB 15/5/2017*

**New Frankley in Birmingham Parish Council**

15th May 2017

Vouchers 56/17 to 79/17

Voucher No	Cheque Number	BACs Number	Payee	Description	£.p
56/17			Unity Trust Bank	Bank Charge (Current Account)	18.00
57/17	300590	*	Ms Daphne Seymour	Staff Wages	22.50
58/17		*	HMRC	4th Qrt PAYE and NI Settlement	1,577.33
59/17	300591	*	Ms Daphne Seymour	Staff Wages	22.50
61/17	DD	*	Opus Energy	Gas Bill	58.41
60/17	300592	*	Ms Daphne Seymour	Staff Wages	22.50
72/17	DD	*	Siemens Financial Services	Photocopy Lease	80.28
73/17	DD	*	Midshires Business Systems	Photocopier Printing Charge	85.71
62/17		*	Brookside Fire Services	Annual Maintenance - Fire Extinguishers	92.40
63/17		*	Playsafety Limited	Annual MUGA Inspection	79.80
64/17		*	WALC	Annual Subscription	936.08
67/17	300593	*	R A S Griffiths	Salary	1,211.68
68/17	300594	*	D J Phipps	Salary	386.10
69/17	300595	*	Ms Daphne Seymour	Staff Wages	22.50
70/17		*	Fu'shia Landscapes	Garden Services (1 Invoice)	60.00
71/17	300596	*	Ms Daphne Seymour	Staff Wages	22.50
74/17	300597		WALC	Copy of "Local Councils Explained"	25.00
76/17	300598		JRB Enterprise Ltd	50,000 JRB Standard Doggie Bags	537.60
77/17	300599		SSE (Scottish and Southern Energy)	Electricity Bill	101.59
75/17	DD		Opus Energy	Gas Bill	43.01
76/17	300600		R A S Griffiths	Petty Cash Reimbursement	22.60
78/17	300601		Office Outlet	Stationery	38.35
79/17	300602		Diane Malley	Internal Audit Fee	165.00
				<b>Total</b>	<b>£5,631.44</b>

R A S Griffiths

Responsible Financial Officer

8th May 2017

\* These payments were authorised between meetings by the Chairperson, Vice-Chairperson or the Responsible Finance Officer

*AMS 15/5/2017*



NEW FRANKLEY IN BIRMINGHAM  
PARISH COUNCIL

GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application:

.....FRANKLEY STREET CHAMPIONS.....

Name of your project (if this is different):

.....12 MONTH RUNNING COSTS FOR TIPPER TRUCK.....

Name of contact for this application

Title : MR First Name: IAN Surname: BRUCKSHAW

Position held in the organisation:

.....TREASURER.....

Contact Address, including full postcode:

.....11 LYSANDER RD.....

.....FRANKLEY.....

.....BIRMINGHAM.....

.....Postcode: B45 0EN.....

Contact Telephone Number: 0121-453-8127 / 07786641981

Email address: ian.bruckshaw@hotmail.com

AMB 15/17/2017  
5

## About your organisation

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: ✓

Company Limited by Guarantee: ( )

Other – Please specify: .....

**Q3 When was your organisation established?**

..... 2011 .....

**Q4 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

To provide a range of  
services across the New Forestry  
in Birmingham Park.

**Q5 If you are a subsidiary of a larger organisation, please state which one.**

..... No .....

**Q6 Does your organisation have an agreed constitution or Memorandum of Association?**

Please state which and attach a copy:

..... CONSTITUTION .....

JMB 15/5/2017

**Q7 Previous Applications**

If you have applied for and received funding from the Parish Council in the past please provide details of the amount, the year and briefly what the funding was used for.

11-3-2016 TIPPER TRUCK £15,000  
9-11-2016 " " RUNNING COSTS £1,460  
28-11-2016 TOOLS £2,000  
9-2-2017 STORAGE UNIT £149  
7-3-2017 RUNNING COSTS (PART) £4206

**Details of the project or activities you are planning**

**Q8 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

RUNNING TIPPER TRUCK FOR 12 MONTHS.  
FROM APRIL 2017 TO END OF MARCH  
2018.

INSURANCE PREMIUM FOR STREET CHAMPIONS

Please state how you have identified this need and how the project will benefit the people of Frankley together with the estimated time span.

IN ITS FIRST YEAR OF USE (APRIL 2016 - END OF MARCH 2017)  
THE TIPPER TRUCK HAS MOVED + COLLECTED  
GREEN WASTE + FLYTIPPING AMOUNTING  
TO OVER 100 TONS FROM THE NEW FRANKLEY  
IN BIRMINGHAM PARISH

**Q9 What criteria will you use to measure the success of the project and how many people from the parish do you expect to benefit for the project/activity?**

ALL RESIDENTS WILL BENEFIT FROM A  
CLEAN + TIDY PARISH

JMB 15/5/2017

.....  
.....  
**Q10 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have?

..... PUBLIC LIABILITY .....

ii) Do the leaders have the relevant qualifications and/or experience?

..... YES .....

iii) What policies does your organisation have in place (i.e. Health and Safety, Childguard etc.)?

..... CODE OF CONDUCT FOR VOLUNTEERS .....

..... GUIDELINES FOR VOLUNTEERS .....

..... WORKING WITH YOUNG CHILDREN .....

**Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure.

..... FUEL £1200:00 .....

..... MAINTENANCE £1100:00 .....

..... WINCH INSTALLATION £200:00 .....

..... £2700:00 .....

..... LIABILITY INSURANCE £300:00 .....

..... TOTAL £ 3000:00 .....

amb 15/5/2017

Tell us how much money the project will cost in total: £ £ 2700

How much money has been raised towards this sum: £ 0

Please list the amounts and sources of funds that you expect to receive for other funding sources.

NONE

**Q12 Any other information which you consider to be relevant to your application.**

*(This section is crossed out with a diagonal line.)*

**Q 13 Please give us your bank or building society account details**

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: BARCLAYS BANK FRANKLEY STREET CHAMPIONS

Bank/building society name: .....

Bank/building society address: .....

Who are the signatories and what position do they hold in your organisation?

- |   |      |                    |          |                    |
|---|------|--------------------|----------|--------------------|
| 1 | Name | <u>L COATES</u>    | Position | <u>CHAIRPERSON</u> |
| 2 | Name | <u>B. PITT</u>     | Position | <u>SECRETARY</u>   |
| 3 | Name | <u>I BRUCKSHAW</u> | Position | <u>TREASURER</u>   |

*amb 15/5/2017*  
*9*

**Q14** Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

**Q15 Declaration**

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of FRANKLEY STREET CHAMPION (insert name of organisation):

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation:

SECRETARY

Title MR First Name: BRUCK Surname: PITT

Contact address:

71/11/11 RD

BIRMINGHAM

B45 0NW

Postcode: B45 0NW

Telephone: 0121 9497263

Signed: 

Date: 13/4/2017

AMB 15/5/2017



**Q16 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

*I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: Tom Buehler Date: 13/4/2017

Please return your completed application form to:

**Roger Griffiths  
Clerk to the Council  
12 Arden Road  
Frankley  
Birmingham B45 0JA**

**Tel: 0121 457 9410  
Email: [clerk@newfrankleypc.swiftserve.net](mailto:clerk@newfrankleypc.swiftserve.net)**

*Tom Buehler 15/5/2017*


[Back](#)

(<https://www.wastecarriersregistration.service.gov.uk/user/5735e1b577637250e3d10900/registrations?locale=en>)

## Certificate of Registration under the Waste (England and Wales) Regulations 2011

Jax  
14/12/2016  
CAN CARRY GAS BOTTLE

### Regulation authority

Name	 Environment Agency
Address	National Customer Service Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

### Carriers details

Name of registered carrier	frankley street champions
Registered as	a lower tier waste carrier, broker and dealer
Registration number	CBDL109680
Address of place of business	frankley street champions NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL ARDEN ROAD REDNAL BIRMINGHAM B45 0JA
Telephone number	07786641981
Date of registration	Friday 13th May 2016

### Making changes to your registration

Your registration will last indefinitely so does not need to be renewed but you must update your registration details if they change, within 28 days of the change.

GMB 15/5/2017

# CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Policy: 1891376



## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy number	9284890
1. Name of policyholder	Frankley Street Champions
2. Date of commencement of insurance policy	28th July 2016
3. Date of expiry of insurance policy	27th July 2017
	Both days inclusive

We hereby certify that subject to paragraph 2:

- 1 The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey, the Island of Alderney (b); and
- 2 the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Hiscox Insurance Company Ltd

*Steve Langan*

### Notes:

- (a) Where the employer is a company to which regulation 3(2) of the regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(b) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

### About the insurer

Insurer	Hiscox Insurance Company Limited
Registered address	1 Great St Helens, London, EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Hiscox Insurance Company Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

*AMB 15/6/2017*

FORUM FINANCIAL STATEMENT  
FROM 1<sup>st</sup> APRIL 2016 -31<sup>st</sup> OCTOBER 2016

BANK OPENING BALANCE	£204
GRANT	£15000
GRANT	£790
	-----
	£ 15994
	-----
SET UP AND RUNNING FOR TIPPER TRUCK FOR FIRST 6 MONTHS	£13864.8
OTHER PURCHASES	£ 1703.05
	-----
	£15567.85
	-----
BALANCE	£ 426.15
BANK BALANCE	£ 419.0
CASH IN HAND	£ 7.15

*GMP 15/5/2017*



NEW FRANKLEY IN BIRMINGHAM  
PARISH COUNCIL

GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application:

.....FRANKLEY.....NEIGHBOURHOOD.....FORUM.....

Name of your project (if this is different):

.....OLDER PEOPLES HUB.....

Name of contact for this application

Title : Mr.....First Name: BRUCE.....Surname: PITT.....

Position held in the organisation:

.....SECRETARY.....

Contact Address, including full postcode:

.....7 KENT ROAD.....

.....RUBERY.....

.....BIRMINGHAM.....

.....B45 0NW.....Postcode: B45 0NW

Contact Telephone Number: .....07779 407 263.....

Email address: .....bruceinfrankley@hotmail.co.uk.....

AMB 15/5/2017 5

**Q6 Does your organisation have an agreed constitution or Memorandum of Association?**

Please state which and attach a copy:

..... CONSTITUTION - ATTACHED .....

**Q7 Previous Applications**

If you have applied for and received funding from the Parish Council in the past please provide details of the amount, the year and briefly what the funding was used for.

9/12/2015	NEWS LETTER	£ 395.00
4/8/2016	" "	£ 790.00
9/11/2016	" "	£ 765.00
5/2/2017		£ 435.00

**Details of the project or activities you are planning**

**Q8 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

..... SEE ATTACHED FLYER .....

.....

.....

.....

.....

.....

.....

OMB 15/5/2017

INSURANCE WOULD BE REQUIRED

Do the leaders have the relevant qualifications and/or experience?

N/A.

What policies does your organisation have in place (i.e. Health and Safety, Childguard etc.)?

SEE ATTACHED VULNERABLE PERSONS POLICY

**Q12 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £500 and provide a detailed breakdown as to how you have reached this figure.

£500 IS TEN PER CENT OF THE CROWD FUNDING REQUIRED TO TRIGGER THE SCHEME. IT REPRESENTS AN APPROXIMATION OF NEW FRANKLEY'S SHARE OF THE SCHEME. THE MONEY WILL ONLY BE SPENT IF THE FULL £5000 TARGET IS ACHIEVED

Tell us how much money the project will cost in total: £10,000

GMB 15/5/2017 9

Who are the signatories and what position do they hold in your organisation?

- 1 Name ROGER GRIFFITHS Position FINANCE OFFICER  
NEW FRANKLEY IN.
- 2 Name ..... Position BIRMINGHAM PARISH COUNCIL
- 3 Name IAN BROCKSHAW Position TREASURER

**Q15** Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

**Q16 Declaration**

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of FRANKLEY NEIGHBOURHOOD (insert name of organisation): FORUM

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

..... TREASURER .....

Title MR First Name: IAN Surname: BROCKSHAW

Contact address:

..... 11 LYSANDER RD .....

..... FRANKLEY .....

..... BIRMINGHAM .....

Postcode: B45 0EN Telephone: 0121-453-8127

*gmp 15/5/2017*



Who are the signatories and what position do they hold in your organisation?

- 1 Name ROGER GRIFFITHS Position FINANCE OFFICER  
NEW FRANKLEY IN.
- 2 Name ..... Position BIRMINGHAM POORISH COUNC
- 3 Name IAN BRUCKSHAW Position TREASURER.....

**Q15** Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

**Q16 Declaration**

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of FRANKLEY NEIGHBOURHOOD (insert name of organisation): FORUM.

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

TREASURER

Title MR First Name: IAN Surname: BRUCKSHAW

Contact address:

11 LYSANDER RD

FRANKLEY

BIRMINGHAM

Postcode: B45 0EN

Telephone: 0121-453-8127

*amb 11/15/2017*

# **Support our Crowdfund Birmingham Campaign**

**Allens Cross Community Association and Shencare  
Community transport are raising money to set up an older  
people's hub that will help reduce social isolation and  
offer increased support to vulnerable and isolated older  
people and carers living in South West Birmingham**

**We want to raise £10,000: Will you  
help us achieve our goal?**

**What's in it for my group?**

- **Joined up services; shared resources and expertise**
- **Increased marketing opportunities**
- **A one stop shop that older people can contact for advice and information plus details of other activities available to them in South West Birmingham.**
- **Opportunities for joint trips and events**
- **Opportunities to explore new funding streams**
- **The support of an experienced community development worker**

For more information contact Sheila Hall on 01214783310:Email  
axcommunity@outlook.com

*GMB 15/1/2017*

member.

- f. The individual / volunteer and committee member must compile a written report which details all the factual information.
- g. Any person dealing with a child / vulnerable person that has disclosed information can be referred for professional help to deal with their experience.

## **7. BEHAVIOUR GUIDELINES FOR EMPLOYEES AND VOLUNTEERS WORKING WITH YOUNG CHILDREN.**

The aims of these guidelines are to ensure the safety and well being of all children / young people / vulnerable persons and to support the members and volunteers in providing a safe, caring environment.

- Members and volunteers should set examples of appropriate behaviour as children, young people and vulnerable person learn by example. Avoid using sarcasm or discrimination, direct criticism, labelling and unnecessary competition and comparison.
- Good behaviour should be positively encouraged.
- Members and volunteers should not physically punish any person.
- Members and volunteers should not deprive anyone of, their right to consume food or drink.
- Members and volunteers should not humiliate or frighten any child / young person / vulnerable person.
- Members and volunteers should avoid situations in which they risk putting themselves or the child / young person / vulnerable person at risk. This includes being left alone with the same, unnecessarily.
- Members and volunteers should offer respect to the child / young person / vulnerable person at all times and strive to be sensitive to their feelings.

**OUR DESIGNATED COMMITTEE MEMBER FOR CHILD PROTECTION IS Bruce Pitt**

**Signed: Bruce Pitt**

**Position: Secretary**

**Dated: 12<sup>th</sup> May 2012**



## CHILD PROTECTION / VULNERABLE PERSONS POLICY

### **1. CHILD / VULNERABLE PERSONS ABUSE:**

Frankley Neighbourhood Forum considers child and vulnerable persons protection to be very important and undertakes to ensure that all members and volunteers who work with children / vulnerable persons have been checked under the recognised procedures and received information that will enable them to recognise the signs of a child / vulnerable person in distress and follow the referral procedure.

### **2. RESPONSIBILITIES OF VOLUNTEERS:**

- Volunteers have a responsibility to protect children / vulnerable persons from abuse.
  - Volunteers have a responsibility to report any disclosures of abuse.
  - Volunteers must be able to respond appropriately to a child's / vulnerable persons disclosure of abuse, ensuring information they receive is handled correctly.
- Volunteers are not responsible for judging whether an allegation is true or for sorting it out.

### **3. FORMS OF ABUSE:** The main forms of abuse are:

#### **PHYSICAL ABUSE:**

Where adults physically hurt or injure children / vulnerable person hitting, shaking, squeezing, burning and biting are all forms of physical abuse. Giving children / vulnerable persons alcohol, inappropriate drugs and poison and attempted suffocation or drowning is also physical abuse.

#### **SEXUAL ABUSE:**

Girls and boys / vulnerable persons are abused by adults who use them to meet their own sexual needs. This might be full sexual intercourse or fondling. The showing of children pornographic materials or videos is also included.

#### **EMOTIONAL ABUSE:**

Persistent lack of love and affection damages children / vulnerable persons emotionally. Being constantly shouted at, threatened or taunted can make the child or vulnerable person very nervous and withdrawn.

#### **NEGLECT:**

An Adult may fail to meet a child's or vulnerable persons basic needs, like food or warm clothing. Children and Vulnerable persons might constantly be left alone unsupervised. Abuse in any form can affect people of any age.

### **4. IDENTIFYING SIGNS OF POSSIBLE ABUSE:**

Members and Volunteers are important links in identifying a case where a child or vulnerable person needs further protection. Abuse may come to light in a number of ways.

- A child or vulnerable person may tell you what has happened.
- From a third party (e.g. another child or vulnerable person )
- Through the child's or vulnerable persons behaviour.
- A suspicious, unexplained injury to the child / vulnerable person.

Recognising abuse is not easy. Most children will receive cuts, grazes and bruises from time to time as indeed will vulnerable persons, but their behaviour may give reasons for concern. There may be other reasons for these factors aside from abuse but any concerns should be immediately discussed with the individuals outlined below.

Warning signs that may alert to possible abuse include:

- Unexplained bruising, cuts or burns, particularly if these parts of the body are normally injured in accidents.
- An injury which a parent / carer try to hide or for which they might give different explanations.
- Changes in behaviour such as a child or vulnerable person suddenly becoming very quiet, tearful, withdrawn, aggressive or displaying severe tantrums.
- Loss of weight without medical reason.
- Being inappropriately dressed or ill kept and perhaps being dirty.
- Sexually explicit behaviour, for example playing games and showing awareness inappropriate for the child's or vulnerable persons age.
- Continual masturbation, aggressive and inappropriate sex play.
- Running away from home, attempted suicides, self inflicted injuries.
- A lack of trust in adults particularly those who normally would be close to a child / vulnerable person.
- Disturbed sleep, nightmares and bed wetting particularly in a child or vulnerable person that has been previously dry.
- Eating problems, including over eating or loss of appetite.

**5. PROCEDURES TO FOLLOW WITH A CHILD IF YOU SUSPECT ABUSE:**

- a. Talk to the child / vulnerable person sensitively to find out if there is anything worrying them.
- b. Keep questions to a minimum but make sure you are absolutely clear about what has been said.
- c. Do not take sole responsibility. Discuss your concerns with a committee member designated for Child Protection.
- d. Contact with parents should be delayed until advice has been sought from Social Services. The designated committee member will seek this advice.

**6. PROCEDURES TO FOLLOW WHEN A CHILD DISCLOSES ABUSE:**

- a. Never promise to keep a secret. If you do so and the child or vulnerable person is being hurt you will not be able to help them. Tell them you may need to talk to someone about it. Emphasise that you will talk to someone who will help them.
- b. Allow them to decide if she / he would like to open up. Do not push them to do so.
- c. Avoid using 'leading' or 'directing' questions.
- d. Allow the child / vulnerable person to talk at their own pace, do not pressurise them to disclose anything they do not want to.
- e. Do not leave the child / vulnerable person until she / he is ready, and then talk to the designated committee member as soon as possible. Even if the child / vulnerable person has decided not to disclose anything, you should inform the committee

*gmb 15/5/2017*

**NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL**

At a meeting of the Planning,  
Environmental, Highways and Public  
Transport Committee held at the Parish  
Council Offices, 12 Arden Road, Frankley on  
Monday, 24<sup>th</sup> April 2017 at 1930 hours.

Present: -

Councillor Sam Goodwin (in the chair)  
Councillors Ian Bruckshaw, Eric Carter BEM, Linda Coates, Sid Grey MBE  
and Joanna Walker

**MINUTES**

**APPOINTMENT OF THE MEMBERS AND CHAIRPERSON OF THE COMMITTEE**

464 Resolution No.4409 of the Parish Council appointing Councillors Carter, Linda Coates, Goodwin, Grey and Hollis to serve on the Committee together with the Chairperson and Vice-Chairperson as ex-officio members and appointing Councillor Goodwin as Chairperson of the Committee was noted.

**TERMS OF REFERENCE**

465 The following Terms of Reference for the Committee were noted –

(Interleaved Document no. 1)

**DATES FOR FUTURE MEETINGS OF THE COMMITTEE**

466 It was agreed that future meetings of the Committee be convened at the call of the Chairperson as and when there is business to be transacted.

**APOLOGIES FOR ABSENCE**

467 An apology for non-attendance was submitted on behalf of Councillor Hollis (Illness). The reason for the Councillor's absence was approved.

**DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA**

468 No declarations were made.

[193]

*AMB 15/5/2017*

# LONGBRIDGE CONSTITUENCY

## FRANKLEY NEIGHBOURHOOD FORUM CONSTITUTION

### 1. Name and Area

The Neighbourhood Forum shall be known as **Frankley Neighbourhood Forum**. It shall cover the area outlined in the attached map.

### 2. Aims and Objectives

The main objective of the Neighbourhood Forum is to bring together people to discuss and influence issues affecting the local community; and to encourage people to show an interest in the area in which they live.

**The Neighbourhood Forum shall:**

- a) Ensure that all efforts are made to obtain and keep a representative membership;
- b) Work within the spirit of the City Council's Equal Opportunities Policy and not exclude residents from membership, (e.g.) On the grounds of religion, race, colour, disability, gender or sexual orientation;
- c) Ensure that issues of concern to its members are drawn to the attention of Ward Sub-Committees and hence to the City Council;
- d) In the event of the Ward Sub-Committee rejecting any proposal put forward by the Neighbourhood Forum, the said Neighbourhood Forum shall reserve the right to promote their ideas in other legitimate ways.**

### 3. Membership

Any resident who lives within the area covered by the Neighbourhood Forum will be entitled to become a member by registering in writing his/her name with the Secretary of the Neighbourhood Forum. There will be no co-opted members but Councillors from the local Ward(s) may attend as observers with right to speak. The Member of Parliament relating to the Ward should also be invited on the same basis.

Membership of the Neighbourhood Forum shall be open irrespective of political party, religious opinion, race, colour, disability, gender or sexual orientation, etc.

- a) all persons over 16 living in the neighbourhood shall be eligible for full membership.
- b) Persons under the age of 16 may be admitted into Junior Memberships.

# FRANKLEY NEIGHBOURHOOD FORUM CONSTITUTION

- e) Appointment of an auditor or auditors.
- f) Consideration of any other relevant business of which the due 14 days notice has been given.
- g) Whenever necessary consideration of any voting on proposals to alter this Constitution in accordance with Clause 11 hereof.

## 6. Forum Meetings

The meetings of the **Frankley Neighbourhood Forum** will be held on a quarterly basis, in addition to the Annual General Meeting.

## 7. Special General Meetings

Special General Meetings are called to discuss business usually considered at the Annual General Meeting for issues seriously affecting the Neighbourhood Forum such as a change to the Constitution. The Chair of the Neighbourhood Forum may, when necessary, call a Special General Meeting of the Neighbourhood Forum by giving notification in writing to each member of the Neighbourhood Forum. A special meeting should be held within 21 days of receiving a written request signed by not less than 10 (ten) Neighbourhood Forum members giving reasons for the request.

## 8. Rules of Procedures

- a) **Voting** - All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall have more than one vote, in the case of an equality of votes the Chair shall have a second or casting vote.
- b) **Speaking Rights** - If more than five members wish to speak on any subject, the Chair may impose a time limit for speakers of five minutes, at his/her discretion.
- c) **Quorum** - The quorum for Annual and Special Meetings of the Neighbourhood Forum shall be 1% of the population aged 16 years and over resident in the area or 35, whichever is the lesser.
- d) The quorum for ordinary meetings shall be 1/2 % or 20 members, whichever is the least.
- e) **Minutes** - Minute books recording all proceedings and resolutions shall be kept by the Secretary of the Neighbourhood Forum for any committee and public meeting of the Neighbourhood Forum. The minute book shall be open to public inspection.

## 9. Subscriptions and Fund Raising

The Neighbourhood Forum may not levy any subscription on members.



# FRANKLEY NEIGHBOURHOOD FORUM CONSTITUTION

Junior members shall not have voting rights.

- c) Other persons having an interest in the area, e.g. community, voluntary and statutory organizations; shop keepers; business owners; doctors; dentists; vets; religious leaders; etc, shall be invited to attend meetings at the discretion of the Officers of the Neighbourhood Forum, but without the right to vote.

## 4. Management of the Neighbourhood Forum.

A register of members will be kept.

The Neighbourhood Forum will be run solely by the members. Each Neighbourhood Forum will elect annually a Chair, Vice Chair, Secretary, Membership Secretary, Treasurer and such other officers as it deems necessary, from amongst the membership. The Neighbourhood Forum may also elect committees to carry out work on behalf of the Neighbourhood Forum in between formal meetings of the Neighbourhood Forum.

In order to ensure the greatest involvement possible all public meetings of the Neighbourhood Forum will, where possible, be notified in writing to all residents, whether members or not. The local Neighbourhood Office will be used as a post box and all City Council facilities within the area will carry publicity about meetings.

The Neighbourhood Forum shall ensure that its meeting places are adequate to meeting the needs of the community.

The Neighbourhood Forum will ensure that representatives attend and report upon their activities to each meeting of their Ward Sub- Committee.

The Neighbourhood Forum will be helped to carry out the activities referred to above by a grant given by the Ward Sub- Committee.

## 5. Annual General Meeting

The Neighbourhood Forum shall convene an Annual General Meeting between 11 and 13 months from the previous Annual General Meeting. At least 21 clear days notice shall be given, in writing by the Secretary to each member. The business conducted at Annual General Meetings shall include:

- a) Consideration of the Annual Report of work done by or under the auspices of the Neighbourhood Forum.
- b) The submission and adoption of an audited income expenditure account and balance sheet for the previous financial year.
- c) Election of Honorary Officers.
- d) Election of any Committee.

*QMD 15/5/2017*

# FRANKLEY NEIGHBOURHOOD FORUM CONSTITUTION

The Neighbourhood Forum may undertake other fund raising to further the aims and objectives of the Neighbourhood Forum.

## 10. Finance

Each Neighbourhood Forum will be entitled to a grant from within the budget available to the Ward Sub- Committee for this purpose.

- a) All monies raised by or on behalf of the Neighbourhood Forum shall be applied to further the objects of the Neighbourhood Forum and for no other purpose.
- b) The Treasurer shall keep proper account of the finances of the Neighbourhood Forum and shall open a bank account in the name of the **Frankley Neighbourhood Forum**.
- c) The accounts shall be audited at least once a year by the auditors and submitted to the City Council.
- d) If the Neighbourhood Forum lapses by not holding a meeting for six months, the City Council shall be entitled to recover, from the bank account, the grant aid paid to the Neighbourhood Forum in that financial year, subject to such funds being available.

## 11. Alterations to the Constitution

The Constitution of the Neighbourhood Forum should normally only be changed at the Annual Meeting but can also be changed at a Special General Meeting. Changes should be in sympathy with the model Constitution supplied by the City Council.

## 12. Dissolution

If the Officers or managing committee (if there is one), by a simple majority, decide at any time that it is necessary or advisable to dissolve the Neighbourhood Forum, they shall call a Special General Meeting of all members of the Neighbourhood Forum who have the power to vote. Notice should be not less than 21 days and should state the terms of the resolution to be proposed. If such a decision shall be confirmed by a simple majority of those members present and voting at such a meeting, the Officers shall have power to satisfy any proper debts and liabilities, any assets held by or in the name of the **Frankley Neighbourhood Forum** shall be applied towards charitable purposes for the benefit of the residents of the area.

## 13. Standing Orders

The conduct of the Neighbourhood Forum, Officers, Committee and members shall be subject to simple Standing Orders. These will ensure that each meeting has a chairperson, only persons entitled to attend are present and rules of procedure (8 above) are conformed with. Standing Orders must not be seen to be in conflict with the terms of the spirit of the Constitution.

*Gmb 15/5/2017*

**Frankley Neighbourhood Forum**  
**Receipts and Payments for the Period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2016**

		Credit	Debit
1/9/2016	Parish Council Grant	790.00	
<b>Cheque Payments</b>			
24/7/2016	100080 Heron Press Printing		295
28/7/2016	100081 Game+co Insurance		288.16
1/9/2016	100082 Heron Press Printing		485
			1068.16
<b>Cash Withdrawals From Bank</b>			
11/4/2016	KTR 8000		100
14/4/2016	KTR 8000		100
19/4/2016	KTR 8000		100
5/5/2016	KTR 8000		200
18/5/2016	KTR 8000		240
24/6/2016	RUBERY		350
25/7/2016	KTR 8000		100
3/8/2016	KTR 8000		180
3/8/2016	KTR 8000		200
23/8/2016	KTR 8000		150
7/9/2016	KTR 8000		10
			1730

*AMB 15/5/2017*

**Frankley Neighbourhood Forum**  
**Period from 1 April 2016 to the 31 September 2016**

**Card Payments**

6/4/2016	DVLA Vehicle Tax	230
6/4/2016	Swinton Vehicle Insurance	3445.79
11/4/2016	Payment for Vehicle	6800
11/4/2016	Seat Covers	77.49
12/4/2016	Fuel Morrisons	65.03
18/4/2016	Truck Key Kennedy,s	46.50
29/4/2016	Sledge Hammer Aldi	12.99
24/5/2016	Swinton Insurance	25.00
31/5/2017	Fuel Morrisons	61.47
20/6/2016	Fuel Morrisons	67.51
7/2016	Selco Boards+Perspex	126.72
13/7/2016	Swinton Vehicle Insurance	1114.98
14/7/2016	Fuel Morrisons	74.23
10/8/2016	Fuel Morrisons	76.73
25/8/2016	Fuel Morrisons	53.79
12/9/2016	Fuel Morrisons Generators	13.89
15/9/2016	Fuel Morrisons	71.05
19/9/2016	Aldi Mats	6.98 ✓
27/9/2016	ATS Euromaster Truck Tracking	44.99 ✓
		12415.14

*AMB 15/5/2017*

## 8th May 2017. Parish Council briefing

**Frankley Carnival Committee** – Our Easter Egg hunt was a great success. Estimates vary as to how many children took part but Linda Coates had to go out and hunt for some more eggs to meet the demand.

Our support for Pride of Longbridge worked well and the event itself went off smoothly. The weather was kind, in contrast to last year's snow.

We are now planning for our carnival on September 9<sup>th</sup>.

**HLB** – We are assessing how many projects have been successfully completed or are due to be completed from the 2016/7 budget. The 4 bollard projects at the Arden Road Shops are now complete but the final project to defend the shops from ram raiders has been delayed because Princess Diana way comes under Highways. Work on a revised project is under way. Our aim this year is to have all projects presented to BCC by September, leaving 6 months to sort out admin problems and complete the work.

**FSC** – Following the successful installation of 3 bins we are now working on a plan to install 10+ redundant bins that have been removed by BCC from active service. Ian Bruckshaw has more details. The Dom on Spot filming has taken place and we are now awaiting a possible broadcast date; this likely to be in 6 to 12 months' time.

Ian Bruckshaw is making progress in his efforts to work with BCC fly-tipping enforcement officers. By the time these notes are presented to the Parish Council a meeting will have taken place between FSC, BCC and Ward Councillors.

**Green Gym/Balaam's Wood LNR** – Balaam's Wood is carpeted with bluebells and the views are stunning. The work carried out over the past few years has opened up the woods and made it more accessible to our community. Unfortunately vandals are causing damage but we are able to overcome the damage caused due to the dedicated work of our volunteers and rangers.

The community orchard seating is well used by people of all ages, thank you Eric and Frank.

**FNF** – Forum meetings continue to give a place for residents to raise issues of concern. Our organisation also supports community groups by placing grant applications with the Parish Council

**NHW/Police Tasking** – Walkabouts with PCSO Sharon Hadley continue to inform us about problems but also show possibilities to deal with them. A current problem is shoppers being harassed by drunks.

**Sewing!** Linda Coates and Penny Moore are having remarkable success with their sewing machine classes at Frankley Plus. This is another example of community engagement that does credit to New Frankley.

**Bruce Pitt 8th May 2017.**

*gms 15/5/2017*

OUTSTANDING MINUTES – 15<sup>th</sup> May 2017

Minute Number(s)	Item	Update
3883, 4066, 4113, 4218, 4247, 4656, 4676, 4702	Outdoor Exercise Equipment	<p>No information received from the Education Department regarding the use of land to the rear of the MUGA for Outdoor Exercise Park</p> <p>It was agreed that an informal approach be made to the Head Teacher of the school to ascertain his views on the possibility of the Parish Council using the land to the rear of the MUGA for an Outdoor Exercise Park.</p> <p>(Subsequently the Chairperson suggested that Ward Councillor Ian Cruise, who was on the Board of Governors of the school, be requested to intercede on behalf of that Parish Council.</p> <p>Ward Councillor Ian Cruise approached the Acting Head Teacher to arrange a progress meeting and requested suitable dates from Councillor Bruckshaw to ensure representation from the Parish Council.</p> <p>Ward Councillor Cruise intended to arrange future meetings when a permanent Head Teacher is in post.</p> <p>T</p>

*AMB*  
15/5/2017