

Draft Procedure to Fill Casual Vacancies

1. On the receipt of an expression of interest from a Resident of the Parish or a person whose main place of work is within the Parish, the Clerk will -
 - a) ascertain whether or not the candidate has any connection with a serving member of the Council and if not -
 - b) provide the applicant with the approved application form to complete.
2. Upon the return of the completed application form, the clerk will check the form to confirm that the application is qualified to serve as a Parish Councillor. The Clerk will then convene a meeting of the Interview Panel (as established at the meeting of the Council meeting on 18th September) comprising 3 members of the 5 appointed members and confirm with the 3 members and the applicant a convenient date for the interview.
- 3 The Clerk will attend the interview as an advisor.
- 4 Following the interview of the applicant, the Interview Panel will, in private, discuss the merits of the Candidate and whether he/she should be referred to the Full Council for its consideration.
- 5 If the Interview Panel considers that the candidate should go forward to the next stage of the process, the candidate will be invited to attend the next meeting of the Full Council. The Council Members will be advised beforehand of the Interview Panel's views.
- 6 At the conclusion of the meeting of the Parish Council and with the public excluded, the Members will be given the opportunity of assessing the Candidate.
7. Subject to the approval of the Full Council, and the exclusion of the candidate, the Council will vote on the candidate and the Candidate informed of their success or otherwise.

New Frankley in Birmingham Parish Council

Co-option to the Parish Council

If you are interested in being co-opted as a Member of the Parish Council please complete this form and return to Clerk to the Council, Parish Council Office, 12 Arden Road, Frankley, Birmingham B45 0JA

NAME :

(Mr/Mrs/Ms/Other).....

ADDRESS:

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Telephone: (Day)(Evening).....

Qualifications:

You must be able to answer "YES" to at least one of the following four questions.

1. Are you registered as a Local Government Elector at the above address? YES / NO
2. Have you, for the previous 12 months, resided in the Civil Parish of New Frankley in Birmingham, or within 3 miles of it? YES / NO
3. Have you, for the previous 12 months, occupied land or premises in the Civil Parish of New Frankley in Birmingham? YES / NO
4. Has your main place of work for the previous twelve months, been within the Civil Parish of New Frankley in Birmingham? YES / NO

Disqualifications:

If you answer "YES" to any of the following six questions then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

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| 1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council? | YES / NO |
| 2. Have you ever been surcharged by the District Auditor for £500 or more? | YES / NO |
| 3. Have you ever been disqualified by a Court from holding Public Office? | YES / NO |
| 4. Have you ever been declared bankrupt? | YES / NO |
| 5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? | YES / NO |
| 6. Have you ever been found guilty of corrupt or illegal practices under Election Laws? | YES / NO |

What has attracted you to seek co-option to the Parish Council?

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What specific and relevant skills/experience do you have which you feel would be of benefit to the Council?

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SignedDate

New Frankley in Birmingham Parish Council – Co-option

Supporting Information

There are no formal qualifications needed to become a Councillor. However, as the Parish Council is a statutory body, to stand validly nominated you must fulfill the following:

You must be:

- 18 years of age or over at the date of nomination;
- a Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community and
- a local government elector within the parish or;
- have worked in the area for the last 12 months, or;
- have lived in the area for the last 12 months, or;
- owned land/property in the area for the last 12 months.

You cannot stand if :

- You are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000.

The Parish Council's Members' Code of Conduct relates to the standards required of members of the Council; it is the nationally accepted code and a copy is attached.

If your application to be co-opted is successful you will be required to complete the Register of Interests, a form is enclosed. This form is retained by the Monitoring Officer at Birmingham City Council and is open to public inspection upon application.

PARISH COUNCILLOR - JOB DESCRIPTION

Title:	Councillor
Responsible to:	The Parish Council and its electors.
Responsible for:	Effective leadership to foster the interests of their electors and Parish
Role Purpose to:	Represent the views of Parishioners within and outside the Parish.

Main Duties and Responsibilities

1. To participate constructively in the government of New Frankley in Birmingham Parish
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
3. To ensure, with other councillors, that the Parish Council is properly managed.
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
5. To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
6. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
7. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's Vision.
8. To attend Parish Council meetings.

9. To prepare for meetings and being properly informed about the issues to be discussed.
10. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
11. To represent the Parish Council on outside bodies to which the Councillor is appointed including the Standards Committee.
12. To maintain proper standards of behaviour as an elected representative of the people.
13. To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and the Parish Council, including compliance with all relevant codes of conduct and maintaining high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council)
14. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
15. To contribute constructively to open government and democratic renewal to actively encourage to the Parish to participate generally in the government of the area and provide access to information where appropriate.
16. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
17. To produce an annual report to enhance their accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council.

New Frankley in Birmingham Parish Council meets twelve times per year, on the 3rd Monday of each month. The various committees will meet at other times and report to the full council meetings.

More information about the parish council can be found on the website at:

www.newfrankleyinbirminghamparishcouncil.gov.uk

For any further information please do not hesitate to contact the Clerk to the Council, Roger Griffiths on 0121 457 9410.

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

20th November 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. 4864).

Payee	Description	Reason for approval
Ms D Seymour	Staff Wages (5 Payments)	Agreed that staff wages to be paid on a weekly basis
Cllr Ian Bruckshaw	Chairperson's Allowance	Agreement to pay Allowance at same time as Officer's Salaries
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
Scottish & Southern Energy	Electricity Bill	Payment made in accordance with SSE's T & C of business
On-Line Marketing and Sales	Invoice for Excess Broadband Data Usage	Payment made within 7 days of receipt of Invoice in accordance with the company's T & C of business

Recommended: That the actions taken by the Clerk/RFO in consultation with the Chair under the authorisation granted by Minute No.4864, be noted.

Clerk to the Council & RFO

20th November 2017

New Frankley in Birmingham Parish Council

20th November 2017

Vouchers 161/17 to 178/17

Voucher No	Cheque Number	BACs Number	Payee	Description	£.p
161/17	* 300665		Ms Daphine Seymour	Wages	22.50
164/17	* 300667		Ms Daphine Seymour	Wages	22.50
166/17	DD		Midshire Business Systems	Photocopier Printing Charge	86.03
167/17	DD		Siemens Financial Services	Photocopier Quarterly Lease	80.28
168/17	* 300668		Ms Daphine Seymour	Wages	22.50
169/17	* 300669		Cllr Ian Bruckshaw	Chairpersons Allowance	64.00
170/17	* 300670		R A S Griffiths	Salary	1,223.55
171/17	* 300671		D J Phipps	Salary	389.55
172/17	* 300672		Scottish and Southern Energy	Electricity Bill	86.40
173/17	* 300673		Ms Daphine Seymour	Wages	22.50
174/17	DD		Opus Energy	Gas Bill	28.72
175/17	* 300674		Ms Daphine Seymour	Wages	22.50
176/17		BACs 97	Fu'Shia Landscapes	Gardening Services (2 Invoices)	120.00
177/17	* 300675		On-line Marketing and Sales	Excess Broadband Data Usage	9.94
178/17	300676		R A S Griffiths	Petty Cash Reimbursement	28.77

Total £2,229.74

R A S Griffiths

Responsible Financial Officer

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

Frankley Carnival Committee – No Halloween evening event was carried out this year. Instead an extension of the arts and crafts events carried out in previous years was held; this was based in the orchard and included pumpkins! The event was cheaper to run & made better use of volunteer's time.

Steve Langstone has proposed a project to provide presents for deprived children in the parish. Linda Coates can provide more details.

HLB – The decision to redirect our project programme is progressing well. Over £10,000 has been reallocated to litter bins, fences, tree and undergrowth trimming along walkways, planters and wooden bench repairs in the green west of the old Rubery station. One footpath project is being retained but may not be carried out in this financial year.

FSC – Our latest recruit is Tom. He is to be seen most days litter-picking around the parish office.

Our truck has had a few minor repairs carried out. This has led to thoughts of a possible replacement if our 2 year agreement with BCC is renewed. The high level of Fly tipping continues, 4 tons per week.

We intend to carry out bush and tree cutting along our walkways during the winter. Some of this work may be carried out using HLB funding, see above, but there is plenty that we can effectively and economically do ourselves. Volunteers are being sought.

Green Gym/Balaam's Wood LNR – 2 more volunteer events are planned to take in the next month. The 2 carried out recently under the leadership of Waterside Care were highly successful both in raising our profile and the work carried out. Teams of staff from Severn Trent will carry out water quality tests and animal life in the River Rea and carry out projects.

Our Tree Trail project is likely to be funded by our HLB, see above. If anyone knows of outstanding examples of standard trees or unusual trees please let me know.

FNF – Our next meeting will be on 16th Nov. 6:00.

NHW/Police Tasking – The next meeting will be on 16th Nov. 6:00.

Bruce Pitt 13th Nov. 2017.

OUTSTANDING MINUTES – 20th November 2017

Minute Number(s)	Item	Update
<p>3883, 4066, 4113, 4218, 4247, 4656, 4676, 4702,4747, 4767,4796,4819,4836, 4861</p>	<p>Outdoor Exercise Equipment</p>	<p>Awaiting arrangements for a meeting between the Head Teacher of Balaam Wood school and the nominated representative of the Parish Council.</p> <p>Awaiting details of arrangements for a meeting between the Head Teacher of Balaam Wood school and the nominated representative of the Parish Council, which would now take place in the Autumn term.</p> <p>Councillor Pitt confirmed that he had a conversation with the Head Teacher who was keen for the project to go ahead. A meeting of the Liaison Committee will be arranged at a convenient date to discuss the project</p> <p>The situation remains unchanged concerning a proposed meeting of the Liaison Committee to discuss the project. This will be arranged at a convenient date.</p>