

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council which will be held on **Monday, 21st October 2019**, at the Parish Council Office, 12 Arden Road, Frankley, at 1930 hours following the meeting of the Parish Assembly to transact the business shown on the Agenda below.

S. Whittaker

Clerk

14th October 2019

AGENDA

- 1 Apologies and Reasons for Absence (if any)**
- 2 Declarations of interest (existence and nature) with regard to items on the agenda**

Members are reminded that the Council's Code of Conduct requires that any Member, having a Pecuniary or a Non-pecuniary interest in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed.

If a Member declares a non-pecuniary interest then that Member may remain in the meeting, take part in the discussion and vote on the matter.

If a Member declares a pecuniary interest, then he/she must not take part in any discussion of the matter at the meeting and must NOT vote on the matter. Members need not withdraw from the meeting but any participation by the Member at the meeting in respect of the matter in which they have a pecuniary interest is a criminal offence for which the Member may be prosecuted as well as referred to the City Council's Standards Committee.

- 3 Public participation session with respect to items on the Agenda**
[No decision on the matter before the Council shall be made at this point in the meeting]

Where a Member has a pecuniary interest in the business of the Council that Member must declare that interest but may speak at

the meeting for the purpose of making representations, answering questions, or giving evidence relating to the business providing the public are also permitted to attend the meeting for the same purpose. Any representations relating to the business contained on the agenda in which a member has a pecuniary interest or members of the public wish to speak on, should be made at this point of the meeting.

Attached 4 Minutes

To approve and authorise the signing of the Minutes of the meeting of the Council held on 16th September 2019.

Attached 5 Minutes of the Finance and Management Committee Meeting

To note the Minutes of the Finance and Management Committee Meeting, held on 7th October 2019.

6 Chairperson's Announcements

To receive the Chairperson's announcements and any such communications as the Chairperson may wish to place before the Council.

7 Questions

In accordance with Standing Order 9, Members of the Council may ask the Chairperson any question concerning the business of the Council.

Attached 8 Report of Action Taken under Authority to Chairperson and Officers

To note the attached report detailing the actions taken by the Chairperson and Officers in accordance with Resolution No. 5461.

Attached 9 Schedule of Payments

To approve the payments as set out on the attached schedule.

Attached 10 Analysis of the Receipts and Payments for the period ending 30th September 2019

To note the Council's Receipts and Payments for the period ending 30th September 2019 and the estimated outturn for the current financial year.

Attached 11 Parish Council Account Provision Budget for the Financial Year 2020/2021

To note the attached Provisional Budget for the 2020/2021. It is proposed that the Budget will not be finalised until the December meeting of the Council and that in the meantime, Members are invited to propose items for inclusion subject to any suggestions receiving the approval of the full Council.

12 Parish Christmas Tree

To authorise the Clerk to arrange for the purchase of the Parish Christmas Tree and decorations subject to an expenditure limit of £250.

Attached 13 Proposed BMX Track Holly Hill Park

To note the update in the attached report.

**Attached 14 Grant Application
Newsletter**

An application for funding of £2,035 has been submitted by the Neighbourhood Forum for the printing and distribution of the Community Newsletter.

(The grant, if approved will be paid under the provisions of the Local Government Act of 1972 sections 137 and 139).

Attached 15 Approval of Volunteer Policy

To approve the attached volunteer policy for both new and current volunteers.

16 Planning Applications

There were no planning applications for consideration.

17 Decisions made on Planning Applications

There were no decisions made on planning applications.

18 Transport Issues

To receive a verbal report.

Attached 19 VE Day drop in session

To note the attached findings of the recent drop in events

Attached 20 Update on Localisation Event

To note the attached update.

21 Items for Information Only

Members may raise items not on the agenda under this heading as long as they involve no more than an exchange of information.

22 Outstanding Minutes [To be laid on the table]

To receive a verbal report from the Clerk to update Members regarding the schedule of outstanding minutes which will be laid on the table at the meeting

23 Reports of District Councillors

The Councillors for the Longbridge Ward are invited to report of any matter pertaining to the activities of the Parish Council which are not included in the foregoing agenda.

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

24 Local Issues Raised by Members of the Public

To allow members of the public to raise matters of local concern

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

25 Authority to Chairperson and Officers

Chairperson to move: -

"That the Chairperson (or in his absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council except in respect of the Council's functions in which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used."

Sarah Whittaker, Clerk

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newfrankleyparishcouncil@gmail.com

At a meeting of the New Frankley
in Birmingham Parish Council held
at the Parish Council Office, 12
Arden Road, Frankley, on Monday,
16th September 2019, at 1930 hours

Present: Councillor Ian Bruckshaw (Chairperson)

Councillors Eric Carter BEM, Andrew Cartwright, Joanna Walker,
Sue Baker, Linda Coates, Sam Goodwin, Ray Price,
Sidney Grey MBE, Marion Kenyon, and Bruce Pitt

Also, in Attendance: Roger Griffiths (Responsible Financial Officer),

Members of the Public: None

MINUTES

APOLOGIES AND REASONS FOR ABSENCE

- 5462 Apologises for absences were received on behalf of Councillor Tammy Clayton (family issues).

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

- 5463 Hereon, Councillors Pitt, Bruckshaw, Price and Linda Coates declared non-pecuniary interests in connection with Agenda Items 11A, 11B, 11C and 11D (Grant Applications).

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

- 5464 No items were raised by the Members of the Public with respect to items on the agenda at this point of the meeting.

MINUTES

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

- 5465 **RESOLVED:** That the Minutes of the meeting of the Parish Council held on 19th August 2019, having previously been circulated, were taken as read, confirmed and signed.

MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE MEETING

- 5466 The Minutes of the meeting of the Finance and Management Committee held on 2nd September 2019 were noted.

(Interleaved Document No. 1)

5467 CHAIRPERSONS ANNOUNCEMENTS

The Chairperson reported that all the accounts from March 2017 to the beginning of March 2019 had been completed, except the accounts for the Carnival, Library and garden which would be ready by the end of September. He then advised that the completed accounts would be passed to the various organisations' Treasurers for appropriate updates.

5468 QUESTIONS

There were no questions to the Chairperson.

REPORT OF ACTION TAKEN UNDER AUTHORITY BY THE CHAIRPERSON AND OFFICERS

- 5469 The report detailing the actions taken by the Chairperson and Officers in accordance with Resolution No 5461 was noted -

(Interleaved Document No. 2)

SCHEDULE OF PAYMENTS

The following Schedule of Payments was submitted –

(Interleaved Document No. 3)

It was proposed by Councillor Grey, seconded by Councillor Goodwin, and, with none dissenting, was –

- 5470 **RESOLVED:** That the payments, as set out in the schedule now submitted, be approved.

EXTERNAL AUDITOR REPORT AND CERTIFICATE 2018/2019

- 5471 The External Auditor's report and the unqualified audit opinion was noted -

(Interleaved Document No. 4)

The Chairperson requested that, a word of thanks be given for all his hard work done year on year to Roger Griffiths the Council's Responsible Financial Officer.

GRANT APPLICATIONS

A) Documents

The following documents which were applicable to the under mentioned grant applications were submitted -

- i) Frankley Street Champions
- ii) Frankley Street Champions – Policy and Procedures
- iii) Frankley Street Champions – Code of Conduct for Volunteers
- iv) Certificate of Registration under the Waste (England and Wales) Regulations 2011
- v) Certificate of Employer's Liability Insurance

(Interleaved documents Nos 5 to 9)

It was proposed by Councillor Cartwright, seconded by Councillor Linda Coates, and, with none dissenting, was –

- 5472 RESOLVED: That the documents, which were applicable to the grant applications, be approved.

B) Frankley Street Champions – Reimbursement Of Petty Cash Expenditure (April 2017-March 2019) And The Establishment Of A Petty Cash Account For 2019/2020

The following application for the funding of £7,728 including the appropriate documents from Minute No. 5472 were submitted –

(Interleaved Document No. 10)

Following a brief discussion, it was proposed by Councillor Carter, seconded by Linda Coates, and, with none dissenting, was-

- 5473 RESOLVED: That, in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, the Council agrees to incur the following expenditure which, in the opinion of the Council, is in the interests of the area and its inhabitants and will benefit the area in a manner commensurate with the expenditure

Reimbursement of Petty Cash expenditure April 2017 to March 2019 and the establishment of Petty Cash account for the current year.

C) Frankley Street Champions – Funding Of Tools For Community Projects

The following application for the funding of £6,860 was submitted to cover the cost of the tools purchased by the Forum for use in the community, including the appropriate documents from Minute No. 5472 were submitted –

(Interleaved Document No. 11)

Following a brief discussion, it was proposed by Councillor Carter, seconded by Linda Coates, and, with none dissenting, was-

- 5474 RESOLVED: That, in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, the Council agrees to incur the following expenditure which, in the opinion of the Council, is in the interests of the area and its inhabitants and will benefit the area in a manner commensurate with the expenditure.

The purchase of tools for the use of the community.

D) Frankley Street Champions – Funding of the Truck for the 12 months ending 31st March 2020

The following application for the funding of £18,030 to cover the cost of the operation of the Truck, including the appropriate documents from Minute No. 5472 were submitted –

(Interleaved Document No. 12)

Following a brief discussion, it was proposed by Councillor Pitt, seconded by Carter, and, with none dissenting, was-

- 5475 RESOLVED: That, in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, the Council agrees to incur the following expenditure which, in the opinion of the Council, is in the interests of the area and its inhabitants and will benefit the area in a manner commensurate with the expenditure

The cost of running the truck for the 12 months ending 31st March 2020.

PLANNING APPLICATIONS

- 5476 There were no planning applications for consideration.

DECISIONS MADE ON PLANNING APPLICATIONS

- 5477 There were no decisions on planning applications.

TRANSPORT ISSUES

- 5478 There were none to report.

ITEMS FOR INFORMATION ONLY

Inscription on Remembrance Stone

- 5479 Councillor Cartwright requested a meeting with Councillors Bruckshaw and Pitt to agree the wording for the remembrance stone. A discussion followed during which it was felt that the inscription should be inclusive and not just for the military. The Chairperson called for ideas for the surrounding area, such as benches needing an upgrade so that it could be a place to sit and contemplate.

Christmas Tree

- 5480 The Chairperson announced that the Friends of the Frankley Community had been offered a free 10-foot cut Christmas Tree from Wythall Garden Centre which would be located on the mound, in the same place as the Remembrance Stone.

53 Lysander Road

- 5481 In response to a question from Councillor Sue Baker, the Chairperson advised that 53 Lysander Road was to be closed down, as it was considered to be not fit for purpose.

Parked Cars Outside Reaside School

- 5482 Councillor Joanna Walker complained regarding the nuisance caused by the number of cars parking outside Reaside School during starting and finishing and the fact Community Support Police Officers were speaking to parents.

Dangerous Driver

- 5483 Councillor Pitt reported the incident of a motorcyclist coming within a hair's breadth of him having passed the information of a red Honda driver to the Police, he has offered to be a witness.

OUTSTANDING MINUTES

The following schedule of outstanding minutes were laid on the table:

(Interleaved Document No 13)

Councillor Training – Minute no. 5430

- 5484 The Clerk advised that a further Training session had been booked for those who were unable to attend the last session which would be held on Monday 7th October at 7pm at the Parish Office.

VE Day Consultation Minute no. 5438

- 5485 The Clerk reported that Drop In sessions would be held on Tuesday 24th September 1-3pm and 6-8pm at the Reaside Centre and Wednesday 25th September 1-3pm at Frankley Library and 6-8pm at the Parish Office. Councillors Bruckshaw, Goodwin and Tammy Clayton had volunteered to assist with these sessions, but all were welcome.

REPORT OF DISTRICT COUNCILLOR

- 5486 There were no reports from the District Councillor.

LOCAL ISSUES RAISED BY MEMBERS OF THE PUBLIC

Christmas Meal

- 5487 Councillor Grey suggested arranging a Christmas get together at the St. Leonards church hall again and for anyone interested to let him know so he could move it along.

AUTHORITY TO CHAIRPERSON AND OFFICERS

It was proposed by Councillor Linda Coates, seconded by Councillor Joanna Walker, and, with none dissenting, it was -

5488. RESOLVED: That the Chairperson (or in his absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council, except in respect of the Council's functions in which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used.

MEETING ENDED AT 20.04 HOURS

Chairperson.....

Date.....

**New Frankley in Birmingham Parish Council
Finance and Management Committee**

At a meeting of the Finance and Management Committee held on Monday 7th October 2019 at the Parish Council Offices, 12 Arden Road, Frankley at 1300 hours.

Present: Councillor Bruckshaw (in the Chair)
Councillors Tammy Clayton, Linda Coates and Pitt

MINUTES

APOLOGIES FOR ABSENCE

- 66 An apology for absence was submitted on behalf of Councillor Grey (Holiday). The apology was accepted.

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

- 67 Hereon, Councillors Bruckshaw, Linda Coates and Pitt declared non-pecuniary interests in connection with Agenda Item Frankley Neighbourhood Forum Grant Application.

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

- 68 No members of the public were present to speak on any Agenda item.

MINUTES OF THE MEETING HELD ON 2ND SEPTEMBER 2019

It was proposed by Councillor Linda Coates, seconded by Councillor Tammy Clayton and was -

- 69 **RESOLVED:** That the Minutes of the Meeting of the Finance and Management Committee held on 2nd September 2019, having been previously circulated were taken as read, confirmed and signed.

MONTHLY BANK RECONCILIATION – 30TH SEPTEMBER 2019

- 70 The bank reconciliation for the period ending 30th September 2019 was noted-

(Interleaved document no. 1)

ANALYSIS OF RECEIPTS AND PAYMENTS FOR THE PERIOD ENDING 30TH SEPTEMBER 2019

- 71 The analysis of the Receipts and Payment for the period ending with 30th September 2019 was noted-

(Interleaved document no. 2)

PROVISIONAL BUDGET FOR THE FINANCIAL YEAR 2020/2021

The provisional budget for the Financial Year 2020/2021 was submitted.

(Interleaved Document no. 3)

- 72 During an introductory commentary the RFO advised that the Budget had to be approved by the full Council by December in order to comply with the City Council's Budgetary process. Therefore, the intervening period was an opportunity for members to study the provisional budget with a view to making suggestions regarding the budget for consideration. In response to Members' questions, the RFO advised that although discussions were currently being held with various groups regarding the possibility of agreeing grants which would reduce the Council's high reserves, given the figures provided by the various organisations, the Council would, most probably be in a position to only fund one organisation and would therefore have to prioritise applications. In response to questions as to the difference between grants, the RFO explained that some of the Council's activities and grants were covered by Acts of Parliament and, if a grant was made using such powers then there was no restriction on the geographical area the power could be used (i.e. could be used outside the parish boundary). However, if no such power existed, then the Council could still make a grant using the powers of Sections 137 and 139 of the Local Government Act 1972. The total amount the Council could spend in any financial year using Sections 137 & 139 was limited by the Government which for each financial year it set a figure per elector (currently £8.12); the product of the number of electors in

- 74 After some further discussion it was agreed that the Chairperson talk to the Management Committee of the organisation advising of the Council's concerns and requesting that more detailed information on each of the proposed activities be provided.

ITEMS FOR INFORMATION ONLY

BMX Track – Holly Hill Park and other projects

- 75 Councillor Pitt advised that the proposals for Holly Hill Park (BMX Track and Children's Playground/Adult outdoor gym) had yet to be submitted to Sue Amey
- 76 With regard to the quotation recently received from Stanley Security for a comprehensive CCTV system serving the Holly Hill Shopping Parade, the proposed system had to be considered and an approach then made to the Council as landlords for permission to locate the cameras on the City Council buildings.
- 77 Police Prisoner Transfer Vehicle – Finally he had been in contact with the officer in charge of the vehicle maintenance for the South Birmingham Area. Further discussions would be required but initially a figure of £25K for the vehicle plus a figure for the annual running cost had been suggested.

Christmas Event for the Parish Volunteers

- 78 The Clerk suggested, and it was agreed, that it would a good idea to organise a Christmas event for the Parish Volunteers as a 'thank you' from the Parish for the work that they carried out in the Parish.

Register of Volunteers

- 79 The Clerk suggested, and it was agreed that the Council create a register of volunteers with details of contact information etc. All volunteers would be required to complete an Application form and be provided with copies of the Council's policies (i.e. Health and Safety/Safeguarding)

VE Day

- 80 The Clerk reported that unfortunately turnout was low. However, those that did turn up to the meeting made suggestions and those were set out on the report submitted.

the parish multiplied by the amount per elector gave the total amount of Sections 137 & 139 the Council could spend during that year. Additionally, unlike the Statutory Powers, funding of Sections 137 & 139 could only be spent within the parish boundary. Both Grants using the Statutory Powers or Sections 137 & 139 could not be awarded to an individual.

GRANT APPLICATIONS

Frankley Neighbourhood Forum

An application for funding for the printing and distribution of three editions of the Frankley Community News was submitted-

(Interleaved document no. 4)

- 73 Following a brief discussion it was agreed that the Grant Application be referred to the forthcoming Parish Council meeting for consideration

Friends of Frankley Community

An application for funding of the following projects was submitted –

Activity	Grant Requested
I Sing Pop	£2000
Music Studio	£4563
Volunteer Training	£1182
Flower Box Materials	£1996
Geezers Boxing Ltd	£3642

(Interleaved document no. 5)

With regard to the activities listed, Councillor Tammy Clayton pointed out that “I Sing Pop” was hosted by Holly Hill School free of charge, the Music Equipment was available for use at the Factory, the training could be done on-line free of charge and, in the past, Boxing had been offered but the take up had been low.

Members also expressed concern as to the willingness of the community to water/maintain the flower baskets during the summer and also the possible vandalism of the baskets.

Remembrance Day

- 81 In response to a question from Councillor Linda Coates, the Chairperson reported that the stone would hopefully be completed and installed before Remembrance Day.

Councillor Linda Coates reported that at the recent meeting of the carnival committee an idea had been discussed about containers for poppies and drawing large poppies on the ground and inviting residents to decorate the poppies using painted stones and poppies.

Reaside Centre

- 82 The Chairperson reported that Paul Taylor from the Reaside Centre had contacted him that morning about the problem of roof leaks at the centre. Mr Taylor had been on the roof and had traced the leaks to the beading around the roof lights. He had no response from Housing and the Chair questioned whether it would be possible for the Council to help the centre.

Subsequently the RFO reported that the work could be paid for under the powers of the Local Government Act 1972 section 133.

Meeting ended 1408 hours

.....
Chairperson

.....
Date

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

21st October 2019

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 by Minute No. 5488:

Payee	Description	Reason for approval
Ms D Seymour	Staff Wages (4 Payments)	Agreed that staff wages to be paid on a weekly basis
Ms R Anstey R A S Griffiths Mrs S Whittaker	Salaries	Paid in accordance with the provisions of the Contract of Employment
Cllr J Bruckshaw	Chairperson's Allowance	Agreed that Chairperson's Allowance to be paid at same time as Officer's Salaries

Recommended: That the actions taken by the RFO in consultation with the Chair under the authorisation granted by Minute No.5488 be noted.

Roger Griffiths,
Responsible Financial Officer
21st October 2019

New Frankley in Birmingham Parish Council

October/2019

Voucher No	Cheque Number	BACs Number	Payee	Description	£.p
189/19	DD		Opus Energy	Gas Bill	2.10
190/19	301015		Scottish and Southern Energy	Electricity Bill (Quarterly)	142.61
191/19	301018		Frankley Street Champions	Parish Council Grant	18,030.00
192/19	301017		Frankley Street Champions	Parish Council Grant	6,860.00
193/19	301016		Frankley Street Champions	Parish Council Grant	7,728.00
194/19	301014	*	Ms D Seymour	Wages	29.31
195/19	301020	*	Ms D Seymour	Wages	28.31
196/19	301019	*	Ms R Anstey	Salary	497.76
197/16	301021	*	Cllr Ian Bruckshaw	Chairperson's Allowance	64.00
198/19	301022	*	R A S Griffiths	Salary	434.10
199/19	301023	*	Mrs S Whittaker	Salary	744.16
200/19	DD		Water Plus	Water Bill (Monthly)	6.83
201/19	DD		Nest Pensions	Employee and Employers Pension Contribution	36.29
202/19	301024	*	Ms D Seymour	Wages	29.31
203/19			HMRC	PAYE & NI Payments	388.95
204/19	301027	*	Ms D Seymour	Wages	29.31
205/19	DD		Lloyds Commercial Banking	Settlement of spending and monthly fee	195.83
207/19	DD		Birmingham City Council	Office Lease (Quarterly)	2,000.00
208/19	DD		Midshires Business System	Telephone usage and service Charges	96.79
209/19	301031		R A S Griffiths	Petty Cash Reimbursement	133.27
210/19	301029		Fu'Shina Landscapes	Garden Services (3 Invoices)	180.00
211/19	301030		Reaside Community Centre	Hire of meeting room - VE day meeting	40.00
212/19	DD		Opus Energy	Gas Bill	22.91
213/19	DD		Midshires Business System	Telephone Usage Charges	0.62
214/19	DD		C F Corporate Finance	Telephone Lease (Quarterly)	382.67
Total					<u>38,103.13</u>

PTO

MultiCard Statement Summary

Voucher No.	Payment	Payee	Description	£.p.
	Multipay	Amazon	Printer Cartridges plus stationery	175.47
	Multipay	Amazon	Large Paper Clips plus large Paper clamps	17.36
			Monthly Charge	3.00
			Statement Balance	<u><u>£195.83</u></u>

Analysis of Receipts and Payments for the period ending 30th September 2019

Payments	2018/2019 Expenditure		Expenditure to 30th September 2019		Estimated Payments Outturn for 2019/2020		Approved Budget for 2019/2020		(overspend//underspend)
	20,826.50		10,722.00	21,500.00	22,000.00				
	800.00		383.00	800.00	800.00				
	19.62		93.30	235.00					
	23.54		124.44	470.80					
			104.40	200.00					
	1,240.86		762.06	1,550.00	1,400.00				
	22,910.52		12,189.20	24,755.80	24,200.00			(545.80)	

Accommodation Costs

Office Lease
Water Rates
Electricity
Gas
Internet
Telephone Calls
Telephone Equipment Lease
Office Equipment Leases
Office Furniture/Equipment Purchases
Office Equipment Maintenance
Premises Repairs/Maintenance
Office Laptops Computers and Accessories

Total Accommodation Costs

2018/2019 Expenditure	7,200.00 228.46 387.65 462.84 135.00 647.23 827.98 267.60 2,438.95 85.50 403.07 559.13 13,643.41	Expenditure to 30th September 2019	Estimated Payments Outturn for 2019/2020	Approved Budget for 2019/2020	(overspend)/underspend)
		2,000.00 103.85 318.19 129.06 3.72 701.56 448.72 528.33 39.00 631.66	8,000.00 225.00 450.00 350.00 100.00 1,500.00 450.00 500.00 100.00 250.00	8,000.00 250.00 400.00 500.00 270.00 1,300.00 350.00 500.00 250.00 300.00	195.00
		4,904.09	11,925.00	12,120.00	

Administration

Petty Cash
 Printing and Stationery
 Computer software and consumables
 Website
 Internal/External Audit Fees
 Subscriptions
 Parish Council Insurance
 Advertising - Recruitment
 Hospitality
 Training
 Room Hire
 Data Protection Training

Total Administration Costs

2018/2019 Expenditure	Expenditure to 30th September 2019	Estimated Payments Outturn for 2019/2020	Approved Budget for 2019/2020	(overspend)/underspend)
537.87	267.65	550.00	600.00	
922.34	396.66	800.00	1,000.00	
220.86	276.94	250.00	250.00	
363.70	760.30	300.00	50.00	
470.00	470.00	470.00	500.00	
1,109.00	942.00	1,200.00	1,500.00	
1,214.88	1,251.33	1,300.00	1,250.00	
3,797.99	46.86	50.00		
252.99	35.00	400.00	500.00	
8,889.63	4,446.74	5,320.00	5,650.00	330.00

Community Expenditure

Library Activities
MUGA Annual Inspection
Christmas Tree
Frankley Carnival
Sport Coaching Programme
Honorary Freeman/Freewomen
Friends of Balaam's' Wood
Defibrillator

Total Community Expenditure

2018/2019 Expenditure	335.00 243.49 4,245.00 636.47 2,500.00 2,255.00 10,214.96
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Expenditure to 30th September 2019	9,964.00	10,214.00
Estimated Payments Outturn for 2019/2020	3,000.00 250.00 4,784.00 2,180.00	

Approved Budget for 2019/2020	10,000.00	3,234.00
(overspend)/underspend)		

Section 137 Funding

Poop Scoops
Gardening Services
Frankley Neighbourhood Forum
Frankley Street Champions
Frankley Family Forum
Memorial Stone
Reaside Community Centre

Total Section 137 Expenditure

Total Expenditure

2018/2019 Expenditure	994.80 900.00 10,155.11 6,367.53 2,000.00 2,000.00	22,417.44
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Expenditure to 30th September 2019	918.00 720.00 15,478.00 18,030.00 800.00	35,946.00
Estimated Payments Outturn for 2019/2020	1,450.00 1,250.00 15,478.00 18,030.00 800.00	37,008.00

Approved Budget for 2019/2020	20,000.00	17,008.00
(overspend)/underspend)		

Receipts

Localising Council Tax Support
 Untaxed Interest Deposit Account
 Precept
 Current Account Charges
 Multipay Credit Card

Total Receipts

Total Expenditure
 Total Receipts

Profit/(Loss)

Reserves at 1st April 2018

Reserves at 31st March 2019

Estimated Reserves as at 31st March 2020

2018/2019 Expenditure	Expenditure to 30th September 2019	Estimated Payments Outturn for 2019/2020
40,899.00	20,449.50	40,899.00
143.94	43.32	125.00
45,521.00	15,610.50	31,221.00
86,426.94	36,059.32	72,122.00
78,075.96	67,450.03	89,222.80
86,426.94	36,059.32	72,122.00
8,350.98		
85,494.25		
93,845.23		76,744.43

Provisional Budget for the Financial year 2020/20121

Payments**Salaries/Expenses**

Staff Salaries Inc Employer's NIC
 Chairperson's Allowance
 Employer's Pension Contribution
 Employee's Pension Contribution
 Travel/Subsistence (Staff)
 Travel/Subsistence (Members)
 Staff Salaries

Total Salaries/Expenses

2017/2018 Expenditure	21,859.80 800.00 1,170.00	27,000.00 800.00 1,200.00	2017/2018 Budget			
2018/2019 Expenditure	20,826.50 800.00 19.62 23.54 1,240.86	20,000.00 800.00 1,200.00	2018/2019 Budget	Estimated Payments Outturn for 2019/2020	Approved Budget 2019/2020	Proposed Budget 2019/2020
	22,910.52	22,000.00		21,500.00 800.00 235.00 470.80 200.00 1,550.00	22,000.00 800.00 1,400.00	23,500 800 1,500
				24,755.80	24,200.00	25,800

Accommodation Costs

Office Lease
Water Rates
Electricity
Gas
Internet
Telephone Calls
Telephone Equipment Lease
Office Equipment Leases
Office Furniture/Equipment Purchases
Office Equipment Maintenance
Premises Repairs/Maintenance
Office Laptops, Computers and Accessories

Total Accommodation costs

2017/2018 Expenditure	2017/2018 Budget	2018/2019 Expenditure	2018/2019 Budget	Estimated Payments Outturn for 2019/2020	Approved Budget 2019/2020	Proposed Budget 2019/2020
6,400.00	6,400.00	7,200.00	6,400.00	8,000.00	8,000.00	8,000
184.22	170.00	228.46	250.00	225.00	250.00	250
307.67	750.00	387.65	400.00	450.00	400.00	400
411.87	750.00	462.84	500.00	350.00	500.00	425
278.28	270.00	135.00	270.00	100.00	270.00	100
828.96	675.00	647.23	700.00	1,500.00	1,300.00	1,500
280.98	600.00	267.60	300.00	450.00	350.00	500
	250.00	2,438.95	250.00	500.00	500.00	500
177.00	100.00	85.50	100.00	100.00	250.00	250
610.00	250.00	403.07	300.00	250.00	300.00	300
559.13						
9,478.98	10,215.00	13,643.41	9,470.00	11,925.00	12,120.00	15,000

Administration

Petty Cash
 Printing and Stationery
 Computer software and consumables
 Website
 Internal/External Audit Fees
 Subscriptions
 Parish Council Insurance
 Advertising - Recruitment
 Hospitality
 Training
 Room Hire
 Data Protection Training

2017/2018 Expenditure	417.52 1,016.42 41.66 49.99 525.00 1,093.08 1,191.06 105.00 600.00	750.00 750.00 250.00 50.00 650.00 1,250.00 1,250.00 250.00
2017/2018 Budget		5,200.00

2018/2019 Expenditure	537.87 922.34 220.86 363.70 470.00 1,109.00 1,214.88 3,797.99 252.99	500.00 750.00 250.00 50.00 650.00 1,250.00 1,250.00 250.00
2018/2019 Budget		4,950.00

Estimated Payments Outturn for 2019/2020	550.00 800.00 250.00 300.00 470.00 1,200.00 1,300.00 50.00 400.00	600.00 1,000.00 250.00 50.00 500.00 1,500.00 1,250.00 500.00 250.00
Approved Budget 2019/2020		5,900.00

Proposed Budget 2019/2020	600 850 250 300 500 1,400 1,450 50 500	5,900.00
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Total Administration Costs

Community Expenditure

Library Activities
MUGA Annual Inspection
Christmas Tree
Frankley Carnival
Information Booklet
Sport Coaching Programme
Reaside Community Centre
Honorary Freeman/Free Women
Friends of Balaams' Wood
Defibrillator and Case

Total Community Expenditure

2017/2018 Expenditure	4,115.00 66.50 3,115.00	2017/2018 Budget	7,500.00
2018/2019 Expenditure	335.00 243.49 4,245.00 636.47 2,500.00 2,255.00	2018/2019 Budget	15,000.00
Estimated Payments Outturn for 2019/2020	3,000.00 250.00 4,784.00 2,180.00	Approved Budget 2019/2020	10,000.00
Proposed Budget 2019/2020			10,000

Section 137 Funding

Poop Scoops
Gardening Services
Frankley Neighbourhood Forum
Christmas Tree
Frankley Street Champions
Frankley Family Forum
Memorial Stone
Reaside Community Centre

Total Section 137 Expenditure

Total Expenditure

2017/2018 Expenditure	2017/2018 Budget
1,344.00	
840.00	
15,863.00	
110.00	
3,000.00	
21,157.00	35,000.00
66,802.01	86,915.00

2018/2019 Expenditure	2018/2019 Budget
994.80	
900.00	
10,155.11	
6,367.53	
2,000.00	
2,000.00	
22,417.44	35,000.00
78,075.96	86,420.00

Estimated Payments Outturn for 2019/2020	Approved Budget 2019/2020
1,450.00	
1,250.00	
15,478.00	
18,030.00	
800.00	
37,008.00	20,000.00
89,222.80	72,220.00

Proposed Budget 2019/2020	
30,000	
86,700	

Receipts

Localising Council Tax Support Grant

Precept (Total Expenditure less Local CTSG)

Band "D" Equivalents

Band "D" Equivalent Parish Council Tax

2017/2018 Expenditure	
2017/2018 Budget	40,899.00 46,016.00 1,312 £35.07

2018/2019 Expenditure	
2018/2019 Budget	40,899.00 45,521.00 1,325 £34.36

Estimated Payments Outturn for 2019/2020	
Approved Budget 2019/2020	40,899.00 31,321.00 1,352 £23.17

Proposed Budget 2019/2020	40,899.00 45,801.00 1352 £33.88
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Proposed BMX Track – Holly Hill Road

There are currently discussions between Birmingham City Council and Sports England about the possibility of a BMX Bike Track sited on Holly Hill Road on the land next to the park and MUGA, bordering Forestdale School. The site has been deemed appropriate for a junior track available for the local community by Sue Amey (District Parks Manager). Birmingham City Council have confirmed that although they support the proposals, they are unavailable to provide any funding.

Should the project go ahead, it has been suggested that the New Frankley in Birmingham Parish Council may like to make funding available for the project subject to full council approval. The Parish Council will be kept up to date with any future developments.

At this point no approval is required, it is purely to keep councillors informed.



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):

NEWSLETTER

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: 077866 41981

Email address: Ian.bruckshaw@hotmail.com

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?

..... 1997

Q4 Briefly describe the purpose of your organisation.

Description of your Organisations activities – Please list your aims and objectives
(If you are a new organisation, describe the services/activities you plan to provide.)

THE FORUM IS OPEN TO ALL RESIDENTS IN
FRANKLEY TO PARTICIPATE IN MEETINGS TO
DISCUSS ISSUES CONCERNING THE COMMUNITY
THESE ISSUES CAN BE TAKEN FORWARD
TO THE RELEVANT BODIES IE PARISH COUNCIL,
POLICE, BBC

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

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.

2-10-2018 £890 N LETTER - For Two

1-12-2018 (AS ABOVE FOR PAYMENT

2-4-2019 £890 N LETTER

4-9-2019 £445 N LETTER

Details of the project or activities you are planning

Please note that if your organisation is applying for a grant which is broadly similar to a project which the Council has previously considered and approved and which is still operating and has funding, the Council reserve the right to reject your application until such time as the original project has been completed.

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.

PUBLISH + DISTRIBUTE

1) 3500 N LETTERS ALREADY DELIVERED
IN SEPTEMBER 2019

2) 3500 N LETTERS FOR DECEMBER 2019

3) 3500 N LETTERS FOR SPRING 2020

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

1) INFORMING RESIDENTS OF VARIOUS ORGANISATIONS

2) INFORMING RESIDENTS OF VARIOUS EVENTS

3) RESIDENTS CAN SUBMIT ARTICLES

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?

FEED BACK FROM RESIDENTS

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 INSURANCE

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

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

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 £ 2035 and provide a detailed breakdown as to how you have reached this figure ie the cost of materials and other purchases

1) 3500 SINGLE COPIES £ 445:00

2) 3500 DOUBLE SHEETS £ 795:00

3) 3500 DOUBLE SHEETS £ 795:00

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

How much money has been raised towards this sum: £

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

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

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: FRANKLEY NEIGHBOURHOOD FORTY

Bank/building society name: BARCLAYS BANK

Bank/building society address: UNIT 27

LONG BRIDGE TOWN CENTRE

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

1	Name	<u>ROGER GRIFFITHS</u>	Position	<u>R.F.O</u>
2	Name	<u>LINDA CORTES</u>	Position	<u>ASSIS SECRETARY</u>
3	Name	<u>TAN BRUCKSHAW</u>	Position	<u>TREASURER</u>

Q14 All applications must be accompanied by the following information. If you do not supply this information, your application will not be considered unless previous agreed in writing by the Council.

- i) A copy of your latest approved statement of Income and Expenditure or other financial report which indicates your financial position, or
- ii) Photocopy of bank statements covering the past 6 months
- iii) A statement of your capital assets

If you are unable to provide this information, please contact the Parish Council for advice before submitting 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 FORUM FRANKLEY N Hood (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: ASSISTANT SECRETARY

Title Mrs First Name: LINDA Surname: CORTES

Contact address:

10 BURLAY CLOSE
RUBERY REDNAL
BIRMINGHAM

Post Code B45 0LR

Telephone: 07925233738

Signed: L. Cortes Date: 23.9.19

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 from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Am Buller Date: 23/9/2019

Please return your completed application form to:

Parish Clerk
Clerk to the Council
12 Arden Road
Frankley
Birmingham B45 0JA

Tel: 0121 457 9410
Email: newfrankleyparishcouncil@gmail.com

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

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.

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

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.

FRANKLEY NEIGHBOURHOOD FORUM CONSTITUTION

The above Constitution was adopted in the name of the
Frankley Neighbourhood Forum, by the Public Meeting held at the
Frankley Community High School, on Thursday 26th June 1997

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.

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

osition: Secretary

Dated: 12th May 2012



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.

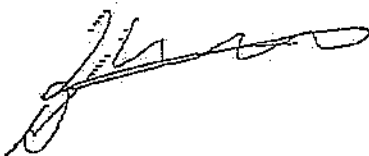
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OUR DESIGNATED COMMITTEE MEMBER FOR CHILD PROTECTION IS Bruce Pitt

Signed: Bruce Pitt

Position: Secretary

Dated: 12th May 2012



Frankley Neighbourhood Forum : Equality and Diversity Policy

Frankley Neighbourhood Forum recognises that many people in our society experience discrimination or lack of opportunity for reasons which are not fair. These include: race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), HIV status, marital status, responsibility for dependants, geographical area, social class, income level or criminal record.

Frankley Neighbourhood Forum is committed to a Policy of Equality of Opportunity which respects the identity, rights and value of each individual.

Frankley Neighbourhood Forum is positively committed to oppose all direct and indirect discrimination in the organisation.

Frankley Neighbourhood Forum will:

- challenge discrimination and lack of opportunity in its own policy and practice and will encourage other organisations and individuals to do the same.

• aim to create a culture that respects and values each others' differences and recognises that difference/diversity is a great asset to the organisation – to its work and the people it serves.

- ensure all Volunteers and Committee Members will be made aware of the objectives within this policy and encouraged to support its objectives.

To that end :-

- Diversity amongst members will be valued and individual skills will be promoted and utilised.
- The same opportunities for involvement will be provided for every member with regards to training, election of officers, the formation of sub-groups and the delegation of tasks.
- The differing needs of individual members will be taken into account when booking venues and arranging the dates and times for meetings. Meetings will be arranged so that as many people as possible have the opportunity to attend and to gain access to a venue.
- Members will actively seek to increase membership in order to represent an accurate cross-section of the community, including hard to reach groups and those who are under-represented.
- Members will attempt to increase involvement and representation by advertising meetings in a wide variety of locations including libraries, shops, schools, community centres, places of worship, health centres and colleges.
- Publicity and advertising will be made available in a variety of different formats and languages to include the whole community.
- Members will seek to assist minority and hard to reach groups by identifying their needs in the community and establishing links with other organisations eg. youth groups, pensioners groups etc.

The committee:

- Will not tolerate racist, sexist or discriminatory remarks during meetings or when conducting committee business
- Consider that members have a responsibility to report all incidents of harassment or discrimination to the committee. (Any such incidents of discrimination or harassment will be treated seriously by the committee and dealt with fairly)
- The committee will seek to put in place an adequate system or procedures in order to deal with any form of harassment, unfair discrimination, incidents or complaints.

Frankley Neighbourhood Forum members will strive to become an example of equal opportunities by adhering to all responsibilities as outlined in the Equality and Diversity Policy

- The implementation and effectiveness of the Equality and Diversity Policy will be monitored and reviewed on an annual basis.

This policy was adopted on 12th / May/ 2012



Volunteer Policy

Policy Statement

New Frankley in Birmingham Parish Council rely on volunteers to help us carry out initiatives to improve the well-being of residents.

The Parish Council recognises that involvement of volunteers can enhance their services. They will ensure that volunteers will not be used to replace paid staff but be part of a two-way, mutually beneficial relationship.

Volunteer Recruitment Procedures

Volunteers may come to us direct for a registration form

Data Protection

The Parish Council maintains a list of volunteers. As well as name and contact details (address, telephone number and/or email), volunteers are required to provide details of a point of contact in case of emergency. Once personal details have been provided, volunteers are required to notify the Parish Council of changes to those details. If volunteers no longer wish to volunteer they should contact the Clerk to have their details removed from the Volunteer List. Information on volunteers will be kept in a confidential file. Data collected will include date of commencement, emergency contact, medical conditions, position held and duties agreed.

Induction and Training

An induction pack will be given to all volunteers, this will include Parish Council policies such as Safeguarding and Health and Safety. A short guide on safe working practices will be provided. All volunteers must sign to declare they have read and understood all documents.

Health & Safety

New Frankley in Birmingham Parish Council has a comprehensive Health & Safety Policy which will be explained to volunteers at their induction. Volunteers will be expected to adhere to this policy and the Council will ensure that they provide a safe environment for them to work in.

All works undertaken by volunteers take account of the Health & Safety at Work Act. Volunteers will not be authorised to carry out work that either the Council or the supervisor regard as hazardous, in that it would contravene the principles of the Health and Safety at Work Act, taking account of the competence of the volunteer(s).

Insurance

We have the following insurance:

- Public Liability
- Employers Liability

Equal Opportunities and Diversity

Volunteers are to be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers are welcome from all walks of life. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of New Frankley in Birmingham Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.

Disciplinary and Complaints

Volunteers who have a complaint against a fellow volunteer, a supervisor or member of staff from a partner organisation should, if appropriate, contact the Clerk or Chairman in the first instance. The Clerk/Chairman will endeavour to resolve the complaint on site, but if it cannot be resolved satisfactorily then, a complaint should be instigated in accordance with New Frankley in Birmingham Parish Council's Complaints Procedure.

A copy of this policy will be given to new volunteers the first time they undertake work on behalf of the Parish Council and issued to current volunteers with immediate effect. The policy will be re-issued to volunteers if any material changes to the policy are made.



VE Day Drop in Sessions 24th/25th September 2019

The sessions were a mixed success, unfortunately after much advertising only one person attended the Reaside Centre drop in.

The Wednesday session at the library had more interest, with pupils from Balaam Wood School attending, members of Frankley Family Forum and some local residents one of whom is a 1940's enthusiast and came in full 1940's dress! The evening session at the Parish office wasn't well attended but as the craft group was running at the same time I did ask for their ideas and lots of discussion about a possible event took place.

Some of the ideas that were put forward are as follows:

- Party with food from the era
- Vehicles from war time
- Gather war stories from local residents – possibly involve the library in this?
- Ration style picnic with lots of bunting
- Photo display of memories
- A temporary VE Day commemorative board at the community boards
- Coffee morning at the library with war poetry read by Balaam Wood pupils
- A dig for victory theme at the community garden
- Old fashioned Sweet stall
- Host a tea dance
- Hire a photographer for old fashioned photo shoot
- Bury a time capsule with memories of the day
- Fancy dress competition
- Knitted poppies on display – involve craft group and sewing group
- A carnival like the old days with floats!
- Ask local schools to take part in a design a wreath competition, prize for the winning school
- Ian Bruckshaw to dress as Churchill
- Frankley Rocks to do commemorative rocks and do a treasure hunt
- Friends of Frankley Community Choir to perform war time songs
- Involve military preparation College/ ask Rubery marching band to perform.

A decision will need to be made as to whether to hold an event, or fund activities etc or as there wasn't a huge amount of interest whether to not celebrate. If an event is to take place it may be best to form a working party who can then collate ideas and possible costs to be presented to the F & M Committee and full council for approval.

The Finance and Management Committee will discuss the suggestions at the next F & M meeting on the 4th November and report to the Full Council at the next meeting.

Localisation Event – Birmingham Council House 25th September

An event was held by Birmingham City Council attended by Cllr Pitt, Cllr Linda Coates and the Clerk. The event showcased the 'Working Together in Birmingham's Neighbourhoods' policy document. The event was a mix of various organisations (including NFPC) displaying information about the work they do, question and answer sessions and round table discussions about Parish Councils, Bid Funding etc. Those attending included Cllr Sharon Thompson (Cabinet Member for Homes and Neighbourhoods) Karen Cheney (Community Empowerment Lead) and Chris Jordan (Assistant Director of Neighbourhoods)

The event was an opportunity to demonstrate the work of the Parish Council and gave time to network with other organisations such as Sutton Coldfield Parish Council who are the only other Parish Council in Birmingham. The 'Working Together in Birmingham's Neighbourhoods' policy outlines the possibility of Devolution Deals and Royal Sutton Coldfield is named as the test bed for possible Devolution Deals.

As a result of the event and the findings outlined in the document the Parish Council have now requested a meeting with Chris Jordan and Tony Smith (Policy Executive Birmingham City Council). The Parish Council have outlined to Chris Jordan a proposal for the Parish Council being given permission to use power tools on BCC land. The Parish Council would then look at forming a suitably trained volunteer group or hire a contractor to clear alleyways and walkways, where residents are unable to do this for themselves. We have also requested that this proposal is included in the Frankley Ward Plan that is currently still under review.

Once this meeting has taken place an update will be given to the full council.

'The Working Together in Birmingham's Neighbourhood' document can be found here https://www.birmingham.gov.uk/downloads/file/11839/working_together_in_birmingham_neighbourhoods_white_paper

