

## NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Dear Councillor,

You are hereby summoned to attend the Annual General Meeting of the New Frankley in Birmingham Parish Council, for the purpose of transacting the following business, to be held on **Monday, 20 May 2024**, at 7pm, in the office, 12 Arden Road, Birmingham, B45 0JA.

R. Anstey

Parish Clerk

13 May 2024

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### AGENDA

#### 1 ELECTION OF THE CHAIR OF THE PARISH COUNCIL

To elect a Chair of the parish council for the year 2024-25 and sign a Declaration of Acceptance of Office.

#### 2 TO RECEIVE ANY APOLOGIES OF ABSENCE

#### 3 TO RECEIVE DECLARATIONS OF INTEREST

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

To elect a Vice-Chair of the parish council for the year 2024-25.

#### 5 APPOINTMENT OF REPRESENTATIVES FOR COMMITTEES

To appoint representatives on the following internal committees for year 2024-25:

- i) City Council's Standards Committee (2023-24: Cllr Kenyon)
- ii) Flood Plan & Resilience Team (2023-24: Cllr Johnston)
- iii) Finance & Management Committee (2023-24: Cllrs Walker, Coates, Strachan & Murphy)

To appoint members and a chair of the committee.  
[The Chair and Vice Chair of the Council are ex officio members of the Committee and, accordingly, the Council needs to appoint a further **three** members]. It is recommended that meetings of the F&M Committee be

convened at the call of the Chair as and when there is business to transact.

iv) Appeals Committee (2023-24: Cllrs Kenyon, Baker, Clayton)

To appoint the members and a Chair (maximum of 3) of the Appeals Committee for the year 2024-25. (Note that the same Members cannot serve on both the Staffing and Appeals Committee) [Last year the Chairperson and Vice-Chairperson of the Council did not exercise their right to be ex officio Members of this Committee]. To note that meetings of the Appeals Committee be convened at the call of the Chairperson as and when there is business to transact.

v) Staffing Committee (2023-24: Cllrs Walker, Cowie & Coates)

To appoint the members and a Chair (maximum of 3) of the Staffing Committee for the year 2024-25. (Note that the same Members cannot serve on both the Staffing and Appeals Committee). To note that meetings of the Staffing Committee be convened at the call of the Chairperson as and when there is business to transact.

vi) Planning, Environmental, Highways & Transport Committee (2023-24: Cllrs Price, Coates, Murphy)

To appoint members and a Chair (maximum of 7) of the Planning, Environmental, Highways and Public Transport.

[The Chairperson and Vice Chairperson of the Council are ex officio members of the Committee and, accordingly, the Council needs to appoint a further **FIVE** members].

To note the meetings will be convened at the call of the Chair as and when there is business to transact.

vii) Street Champions Truck Working Group (2023-24: Goodwin)

To appoint an administrator of the Street Champions.

**APPOINTMENT OF REPRESENTATIVES FOR EXTERNAL BODIES**

a) Balaam's Wood Committee (2023-24: Cllrs Walker, Coates)

b) Carnival & Frankley Events Committee (2023-24: Cllr Coates)

## **6 DATES OF PARISH COUNCIL MEETINGS FOR YEAR 2024-25**

To set the dates of the parish council meetings for the year 2024-25. It is recommended that council meets on the third Monday of the month at 7pm: -

### 2024

17 June; 15 July; 19 August; 16 September; 21 October; 18 November; 16 December.

### 2025

20 January; 17 February; 17 March; 21 April;  
Annual General Meeting of the Council 19 May;  
Annual Parish Assembly circa 19 May.

## **7 CHAIRPERSON'S ALLOWANCE**

Members will recall at the meeting of the Council in April 2016, the recommendation of the City's Independent Remuneration Committee in respect of Parish Council's Chairperson's allowances was approved. It is recommended that the Chair's Annual Allowance be set at £800 per annum, to be paid in 10 instalments, starting with the payment at the end of May.

## **ATTACHED 8 ANNUAL POLICIES REVIEW**

8.1 To readopt existing policies, without changes, full list on [website](#):

Standing Orders

Health & Safety Policy

Safeguarding Policy

LGA Code of Conduct

Freedom of Information Act publication scheme

Privacy Policy

Social Media Policy

Procedure for Dealing with Complaints

Internal Controls Policy

8.2 To adopt new policies, following a recommendation by the internal auditor (for year 2023-24) and a review by the F&M Committee, incorporating the NALC model guidelines on:

Grievance Policy  
Disciplinary Policy  
Lone Worker and Home Working Policy  
LGA Code of Conduct  
Freedom of Information Act publication scheme  
Privacy Policy  
Social Media Policy

**ATTACHED 9 MINUTES**

To approve and authorise the signing of the last meeting of the parish council held in April 2024.

**ATTACHED 10 ANNUAL GOVERNANCE & ACCOUNTBILITY RETURN**

To receive internal auditor's report, dated 13 May 2024 and signed.

To approve section 1 of the AGAR forms and sign by the Clerk.

To authorise the signing of section 2, Financial Statements, on the AGAR forms, and sign by the RFO and the Chair of the parish council.

To publish the above documents on the noticeboard(s) and website with a notice of period of 6 weeks.

**10 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]*

**11 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.

**12 REPORTS OF DISTRICT COUNCILLOR**

The County / District Councillor is invited to report of any matter pertaining to the parish.

**13 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.)

Rachael Anstey, Clerk

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