**Royal Sutton Coldfield Town Council Meeting**
**Wednesday 24th May 2017**
**The Trinity Centre**
**7pm**

**Present**
Cllrs Hodivala, Pears, Allan, Allen, Bennett, Cairns, Ellis, Griffin, Hewett, Horrocks, Ives, Jenkins, Long, Mackey, Mosson, Okello, Passey, Perks, Pocock, Puri, K Ward, S Ward and Wood.

**In Attendance**
Olive O'Sullivan – Acting Town Clerk, Janet Eustace – Consultant and Mary Watkins – Finance Assistant.

There were 14 members of the public and one member of the press present.

The Mayor welcomed everyone to the meeting and informed all that the meeting would be recorded. Members of the public were invited to ask questions.

After a question from John Heywood around feedback from the Draft Strategy document, the Acting Town Clerk confirmed that:

- A summary of the feedback would be reported in the July Town Council meeting,
- This would be available on the website,
- All responses would be made available on request.

Zoe Toft from the Library Lobby asked if the Library Lobby could make a presentation to Full Council on the work that they are doing with a local family business on a proposal on what could take place in the library as part of a revenue generation scheme towards the overall funding required for the library. The Acting Town Clerk reported that Birmingham City Council were likely to run a procurement process for businesses wishing to locate in the library and any presentations to Town Council should not take place before this was completed.

Terry Johnson asked Council to consider locating a Speed Awareness sign on Penns Lane.

Cllr Hodivala asked all to observe a minutes silence to remember the victims of the terror attack in Manchester on Monday.

**1 Election of Mayor**

**Resolved** that the new Town Mayor for the Royal Town of Sutton Coldfield for the period ending with the Annual Meeting in 2018 will be Cllr David Pears.

Cllr Pears made his Declaration and signed the Declaration of Office. After he received the Mayoral Chains he made his inaugural speech (attached).

**2 Appointment of the Deputy Mayor**

**Resolved** that the new Deputy Mayor for the Royal Town of Sutton Coldfield for the period ending with the Annual Meeting in 2018 will be Cllr Derek Griffin.

Cllr Griffin made his Declaration and signed the Declaration of Office.

**3 Appointment of the Leader**

**Resolved** that the new Leader for the Royal Sutton Coldfield Town Council will be Cllr Simon Ward.

**4 Apologies For Absence**

The Clerk had received apologies from Cllr Parry.

**Resolved** to accept the apologies received.

**5 Declarations of Interest**

Cllrs Hodivala and Pocock declared that as they were Parliamentary candidates for the upcoming General Election, they would abstain from commenting and from all votes.

Cllr Mackey declared a non pecuniary interest in Item 12b as a member of the board for Performance Birmingham Ltd which is connected to 'Live in the Lodge'.

**6 Membership of Committees**

a) Finance and General Purposes

**Resolved** that Cllrs S Ward, Pears, Jenkins, Wood, Okello, Mackey, Pocock and Parry will form the Finance and General Purposes Committee.

b) Amenities, Leisure and Community Services

**Resolved** that Cllrs Hodivala, Passey, K Ward, Hewett, Mosson, Ives, Ellis and Bennett will form the Amenities, Leisure and Community Services Committee.

c) Planning and Highways

**Resolved** that Cllrs D Allan, Horrocks, Perks, Griffin, Cairns, L Allen, Puri and Long will form the Planning and Highways Committee.

**7 Appointments to Outside Bodies**

a) **Resolved** that Cllr Parry be appointed to Warwickshire Association of Local Councils (WALC)

b) **Resolved** that Cllr Mackey be appointed to Sutton Coldfield Business Improvement District (BID)

c) **Resolved** that Cllrs Hewett and Jenkins be appointed to Community Sports and Physical Activity Network (CSPAN)

d) **Resolved** that Cllr S Ward be appointed to Sutton Coldfield Chamber of Commerce

e) **Resolved** that Cllr Griffin be appointed to Birmingham City Council Standards Committee

**8 Minutes of the Annual Town Meeting**

**Resolved** to confirm and sign the minutes of the Annual Town Meeting (attached) held on Thursday 27th April 2017.

**9 Minutes of the Last Meeting**

**Resolved** to confirm and sign the minutes of the meeting of the Royal Sutton Coldfield Town Council (attached) held on Tuesday 25th April 2017.

**10 Matters Arising**

Mr. Hollingworth from Birmingham City Council had written to the Acting Town Clerk apologising for the inaccuracy of the estimated figure reported during Item 187 at the 28 March 2017 meeting and he requested that the figures provided below be recorded at the 24 May Town Council meeting.

"The current income from Park businesses does not fully cover the costs of the Park and the net budget costs to BCC after business income to run the Park is £230,317.

However, in addition to the business income, the Park, is currently in receipt of a grant from Natural England of £96k per annum and therefore taking into account the grant income, the net cost of the Park is currently £134,317."

**Resolved** that Council note the above correction to the figures contained in Item 187 of the minutes of the Full Council meeting held on 28th March 2017.

**11 Exclusion of the Press and Public**

Due to the confidential nature of the business of item 18 under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion will be proposed to exclude members of the public and press during discussion of this item.

**Resolved** to exclude members of the public and press during item 18.

**12 Minutes of Committees**

Council to receive the minutes and approve the recommendations from the committees.

**a) Planning and Highways** held on 2nd May 2017 (attached).

**Resolved** to approve funding of £30,000 with an additional £5,000 contingency be allocated for road safety improvements at the junction of East View Road and Wylde Green Road from the budget approved for Road Safety Measures.

**Resolved** to approve funding of £29,888 from the Road Safety Measures budget to purchase four driver feedback signs plus one laptop.

**b) Amenities, Leisure and Community Services** held on 9th May 2017 (attached).

**Community Fund**

1st Sutton Coldfield Sea Scouts
Funding for new group marquee tent
£1,100 (£225 per ward)
All Wards

Performance Birmingham Ltd
Funding for Live in the Lodge project
£12,000 (£6000 per ward)
New Hall and Trinity

**Resolved** to approve, in accordance with its powers under sections 137 and 139 of the LGA 1972, to incur the expenditure set out above.

**c) Finance and General Purposes** held on 17th May 2017 (attached).

**Resolved** to approve the amended budget considered at Finance and General Purposes Committee on 17th May 2017 (attached).

**Resolved** to adopt the Health and Safety policy considered at Finance and General Purposes Committee on 17th May 2017 (attached).

**Resolved** to approve that the Town Council should rent additional office space in its current location, increasing the monthly rent due to £2,000.

**Resolved** that Clockwork City will be commissioned to engage with a local company to continue development of the Town Council website and heritage trail. A full proposal will be presented at the June Finance and General Purposes Committee meeting.

Cllr Long raised concerns that the report by Clockwork City on the use of WiFi highlighted a number of concerns regarding the use of Wi-Fi in the Town Centre. Cllr Long stated he had not had time to ask questions prior to the meeting as the report had only been sent out to F&GP members that afternoon.

**Resolved** to approve, in accordance with its powers under sections 137 and 139 of the LGA 1972, that Clockwork City oversees the arrangements for the Town Council to commission Elephant Wi-Fi to deliver their option one proposal for the installation of Wi-Fi in Sutton Coldfield Town Centre at a total cost of £48,355 in year one, (which includes maintenance costs) and for two years thereafter at an annual cost of £5,664. The target audience(s) for Wi-Fi to be reviewed and refined during the commissioning phase of works.

**13 Update on Sutton Coldfield Library**

The Mayor provide an update (report attached).

**Resolved** to note the report.

**14** **Update on Staffing.**

The Mayor expressed his gratitude to the hard work of the Town Council Officers. He stated that the staffing committee had agreed a new staffing structure (attached).

**Resolved** to note the report.

**15** **Accounts for Payment**

**Resolved** to approve the payments as per the schedule.

**Resolved** to appoint Cllr S Ward and Cllr E Mackey to approve the online payments and any other further payments required before the next Town Council meeting.

The Town Clerk advised Council that the Public Inspection of Accounts Notice would be published on 6th June 2017 advising that for six weeks from 12th June the public will be able to inspect the 2016/17 accounts.

**16** **Use of Town Clerk's Delegated Powers**

None to report.

**17** **Date of Next Meeting**

27th June 2017.

The press and public left the meeting at 7:45pm and a short comfort break was taken.

The meeting resumed at 8:02pm.

**18** **Exclusion of the Press and Public**

The following agenda items, subject to agenda item 11 will most likely be heard with the Public and Press excluded.

**Staffing in Confidence**

a) Appointment of Town Clerk.

**Resolved** to appoint Olive O'Sullivan as Town Clerk with effect from 25th May 2017.
**Resolved** to appoint Olive O'Sullivan on spinal point 60 with an increment to 61 upon successful completion of the CILCA qualification.

b) Appointment of Assistant Town Clerks.

**Resolved** to pursue the appointment of the two successful applicants, each on spinal point 40, to fill the role of Assistant Town Clerks within the agreed staffing structure.

Meeting closed at 8:10pm.

**Signed as a true record:**

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Cllr D Pears

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Date