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Mayor & Chairman **Cllr David Pears**

Leader **Cllr Simon Ward** | Town Clerk **Ms Olive O'Sullivan**



ALL MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC AND PRESS

21st September 2017

TO: All Members of the Town Council

Dear Councillor,

You are summoned to a Meeting of Royal Sutton Coldfield Town Council, at Harvest Fields Centre, Harvest Fields Way, Sutton Coldfield, B75 5TJ on Tuesday 26th September 2017 starting at 7pm.

The meeting will consider the items set out below.

Town Clerk

7.00pm Public Question Time

Up to 20 minutes may be set aside for public participation.

Before the meeting there will be a public session to enable the people of Royal Sutton Coldfield to ask questions of, and make comments, regarding the Town Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are asked to identify themselves and to restrict their comments, and/or questions to three minutes.

The Local Audit and Accountability Act 2016 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meeting (including on social media). Any member of the public wishing to record or film proceedings should let the Chairman of the meeting know prior to, or at the start of, the meeting as it is good practice to notify the public that the meeting is being recorded.



53 Apologies For Absence

Members to receive apologies for absence.

54 Mayor's Announcements

The Mayor will give a short verbal update on his activities and engagements since the last meeting.

55 Mayor's Challenge 2017

The Mayor will update Council on the Mayor's Challenge 2017.

56 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct. (NB this does not preclude any later declarations).

57 Minutes of the Last Meeting

To confirm and sign the minutes of the meeting of the Royal Sutton Coldfield Town Council held on Thursday 20th July 2017 ([attached](#)).

58 Matters Arising

59 Minutes of Committees

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

- a) Planning and Highways held on 1st August 2017 ([attached](#)).
- b) Planning and Highways held on 5th September 2017 ([attached](#)).
- c) Amenities, Leisure and Community Services held on 12th September 2017 ([attached](#)) ([Disability Strategy](#)).

60 Sutton Coldfield Town Hall

Verbal update by Cllr S Ward.

61 Sutton Coldfield Library

Verbal update by Town Clerk.



62 Staffing Working Group Update

Verbal update by Town Clerk.

63 Document Review

Council is recommended to approve the following policies

- i) [Training and Development Policy \(Annex A\)](#)
- ii) [Equal Opportunity Policy](#)
- iii) [Lone Worker Policy](#)

64 National Conference

Council to nominate and approve attendees at the National Association of Local Councils (NALC) National Conference on 30th and 31st October 2017 ([Itinerary](#)).

65 Local Government Boundary Review

Town Council to consider its response to Birmingham City Council Electoral Services on the Local Government Boundary Review, and the resulting review of Polling Districts and Places ([Boundary Review](#)).

66 Meeting Dates

Council to consider amending some previously agreed meeting dates in October and December ([attached](#)) and to consider approving the proposed schedule of meetings for 2018 ([attached](#)).

67 External Audit Report

Council to note and consider any recommendation in the External Auditor's Report from Grant Thornton for financial year 2016/17. There is a statutory requirement for the External Auditor's report to be published by 30th September 2017 (report to follow as it has not yet been received).

68 Accounts for Payment

- i) Members to approve payments as per the schedule ([attached](#)) and to appoint two members to complete online banking authorisation for these and any further payments throughout the month.
- ii) Members to note payments made since the last Full Council meeting using delegated powers ([attached](#)).



69 Use of Town Clerk's Delegated Powers

70 Date of Next Meeting

Scheduled for 26th September 2017.

Council to consider relocating to 1st November under item 66 of this agenda.