



Royal Sutton Coldfield Town Council Meeting

Tuesday 26th September 2017

Harvest Fields Centre

7pm

Present

Cllrs Hodivala, Pears, Allan, Allen, Cairns, Ellis, Griffin, Hewett, Horrocks, Ives, Jenkins, Mackey, Mosson, Parry, Perks, Pocock, K Ward, S Ward and Wood.

In Attendance

Olive O'Sullivan –Town Clerk and Mary Watkins – Finance Assistant.

There were 19 members of the public and one member of the press present.

Before the meeting started the Mayor presented Cllr D Griffin with the Deputy Mayor's chain of office.

Members of the public were invited to ask questions.

Zoe Toft on behalf of Friends of Libraries in our (FOLIO) Sutton Coldfield reported that their website was now live and good progress had been made with Birmingham City Council (BCC).

In response to a question from Derek Redwood, the Town Clerk confirmed that she had received assurances from BCC that the Sutton Coldfield archives can be fully accommodated within the sustainable library plan.

John Heywood asked which Councillors are on the Neighbourhood Planning Working Party and asked that when working on a Community Plan that the Town Council work with BCC to avoid duplication. The Town Clerk confirmed the members are Cllrs D Allan, Horrocks, Ives, Long, and Perks.

Lisa Ledbury asked why the Town Council, when procuring summer florals for the Town, had not put the contract up for tender as set out in the Financial Regulations. The Town Clerk confirmed that only contracts that exceed the European Union Procurement Directive threshold need to be put out to tender. For contracts below the threshold but above £3,000, the Town Council should obtain three quotes. It was confirmed that as the florals are located on BCC property that the Town Council were unable to obtain any other quotes and that this was fully discussed by the Amenities, Leisure and Community Services committee. John Cooper expressed the need for competitive quotes and asked how this could be changed. The Town Clerk responded that it may be possible to split the provision and maintenance of the florals but more discussions would need to take place with BCC.

Mike Hartwell asked what percentage of the annual precept is spent with BCC. The Mayor advised that this figure was not readily available and would need to be calculated.

53 Apologies For Absence

The Clerk had received apologies from Cllrs Bennett, Long, Okello, Passey and Puri.

Resolved to accept the apologies received.



54 Mayor's Announcements

The Mayor updated Council on his recent attendances to an Autism West Midlands event, the Cancer Support Centre and opening a dementia room at Orchard House. Events coming up are a Macmillan's Coffee Morning at the Town Hall on Thursday 28th Sept, the Business Investment District (BID) Expo on Saturday the 30th September and Trinity Ward meeting taking place on 2nd October. The Deputy Mayor had visited the Sutton Coldfield Special Olympics team, a retirement event at Jeff's useful shop, an opening of Age Concern Community café in Boldmere, Autism West Midlands sessions launch and opening of a go kart track at Holy Cross school donated by Jaguar Land Rover (JLR). The Mayor asked that the Town Clerk write to JLR to commend them for their support in Sutton Coldfield.

55 Mayor's Challenge 2017

The Mayor informed Council that the Mayor's Challenge 2017 had now been launched. All primary schools have been invited to apply for grants of £650 to develop a project which will help improve the local environment and support our wildlife.

56 Declarations of Interest

No declarations were made.

57 Minutes of the Last Meeting

Resolved to confirm and sign the minutes of the Royal Sutton Coldfield Town Council held on Thursday 20th July 2017.

58 Matters Arising

The Town Clerk advised that the Town Council has joined the Sutton Coldfield Chamber of Commerce at a cost of £500 for the year.

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

Following a question by Cllr Pocock on Item 17, The Town Clerk advised that a meeting had taken place with Birmingham City Council and she had requested a copy of the rules on use of the proceeds from parking fines.

Resolved to approve that financial regulations are waived as the Gateway Planting Project would be delivered in partnership with Birmingham City Council (BCC) who will oversee the arrangements for implementation of the project, including ensuring that best value is sought as part of BCC's procurement arrangements.

Resolved to note the minutes of the Planning and Highway committee held on 1st August 2017.

b) Planning and Highways held on 5th September 2017

Resolved to note the minutes of the Planning and Highway committee held on 5th September 2017.



c) **Amenities, Leisure and Community Services** held on 12th September 2017

Britain in Bloom was discussed, Cllr Wood advised Council that the route was yet to be identified and he hoped to produce a portfolio of areas that aren't on the route to show the judges. Cllr Pocock stated that Sutton in Bloom is an initiative for the whole area and not just the judging route, to make Sutton Coldfield a better place to live.

Resolved that Council approve the Disability Strategy.

Resolved that Council approve Cllr Okello is the Town Council's Community Planning Lead/Champion.

Resolved to approve that a wooden trim trail be purchased and installed by Birmingham City Council, Landscape Practice Group, at the agreed location in New Hall Valley, at a cost of £16,235 to be met from the previously approved Mayor's Challenge 2016 budget. Any additional costs that may be incurred in the installation to be met from the play equipment and open spaces budget. It was also **Resolved** that the Town Council's financial regulations requirements to obtain three quotes, is waived due to the partnership approach with Birmingham City Council on their land.

Resolved to approve the 2017 festive lighting scheme for local centres, additional infrastructure investment and gateway scrolls at a cost of £68,780. It was also **Resolved** to approve that the procurement process for 3 quotes as set out in the financial regulations be waived due to the partnership approach with Birmingham City Council on their property.

Resolved to approve community grant applications received from Arthur Terry School for £500 and the Sutton Coldfield United Reformed Church for £1,600, in accordance with powers under sections 137 and 139 of the LGA 1972.

Resolved to approve community grant application received from The Sutton Coldfield Primary Headteachers Consortium for £28,600, in accordance with powers under section 145 of the Local Government Act 1972.

60 Sutton Coldfield Town Hall

Cllr S Ward informed Council that he was disappointed to report that a meeting scheduled with John Clancy from Birmingham City Council (BCC) had been postponed again. He acknowledged the good work of Sutton Coldfield Arts and Recreational Trust (SCART) and said he would continue to try and engage with BCC.

61 Sutton Coldfield Library

The Town Clerk referred to the £80,000 committed to finding a sustainable solution for the town centre library by Full Council in July. £30,000 was released to Birmingham City Council in July, a further two payments of £25,000 are yet to be released but progress towards a final agreement for letting the 2nd floor library has been made.



62 Staffing Working Group Update

The Town Clerk advised that the Staffing Working Group had discussed the vacant Assistant Clerk post and asked Council to consider changing the job description and title to 'Community Development Officer', on the same scale, as there is a need for a member of staff to support the Town Council's people projects.

The Staffing Working Group also identified that the Town Council need some marketing and social media support, in particular, website content review, articles for the press, social media management and a newsletter to be distributed to all residents. Bondfield Marketing, a communications company have indicated that they can provide this support five days a month for approx. £2,100.

Resolved to approve that the vacant post be amended to Community Development Officer.

Resolved to approve a six month engagement of a consultancy with the relevant experience and expertise to develop a comprehensive communications, marketing, PR, social media service for the Town Council.

63 Document Review

Cllr Parry suggested some amendments including an emphasis on feedback following training (amended Policy [attached](#))

Resolved that the Council approve the Training and Development Policy with the amendments detailed above.

Resolved that the Council approve the Equal Opportunities Policy.

Resolved that the Council approve the Lone Worker Policy.

64 National Conference

Resolved that Cllr Horrocks, Cllr Pocock and the Town Clerk attend the National Association of Local Councils (NALC) conference 2017, at a cost of £50 per day per attendee.

65 Local Government Boundary Review

No additional feedback was identified.

66 Meeting Dates

It was agreed that the Full Council proposed for the 1st November 2017 be amended to Thursday 2nd November.

Resolved that Council approve the proposed schedule of meetings contained in the agenda with one amendment as detailed above.

67 External Audit Report

The Town Clerk informed Council that no issues had been identified by the external auditors. The completed Annual Return 2016/17 will be published on the Town Council's website by 30th September 2017.

68 Accounts for Payment



Further clarification was given around payments of £30,045.50 and £2,601.15 to Birmingham City Council that were incorrectly showing in the accounts as payments to Wylde Green Community Centre.

- i) Members to approve payments as per the schedule and to appoint two members to complete online banking authorisation for these and any further payments throughout the month.

Resolved that Council approve the payments as per the schedule.

Resolved that Cllrs D Allan and S Ward to complete the online banking authorisation for payments throughout the month.

- ii) Members to note payments made since the last Full Council meeting using delegated powers.

Resolved that Council note the payments.

69 Use of Town Clerk's Delegated Powers

The Town Clerk informed Council that she had approved:

- Renewal of SLCC memberships for the administrative staff at a cost of £354 for the year.
- Renewal of the Town Council insurance policy with Zurich on a three year term at £2,523.36 per year.
- Donation to the British Legion of £50 for Remembrance Sunday 2017.
- Purchase of additional computer equipment for the office as a cost of £2,337.

70 Date of Next Meeting

Thursday 2nd November 2017

The Mayor thank Frederick Perks for assisting at the meeting and closed at 8:09pm.