

The Parish Council of Dickens Heath

Minutes of the Annual Meeting of the Council held on Tuesday 9th June 2009 at 730pm, Dickens Heath School

Present:

Dickens Heath Parish Councillors; Vaseem Arfan, Richard Holt, Philip Kendall, Charles Robinson and Alyson Thompson.

Borough Councillor Brian Burgess (Chairman of Transitional Council)

Locum/Temporary Clerk: Mrs. Marie Zizzi (MZ)

No members of the Public

1. Election of Chairman and Chairman to sign Declaration of Acceptance of Office.

1.1 Councillor Burgess opened the meeting and asked if there were any proposals. Councillor Thompson proposed Councillor Holt. Councillor Robinson seconded this proposal.

1.2 There were no other proposals.

1.3 Councillor Holt accepted.

Resolved.

2. Apologies for Absence.

2.1 There were none.

3. To approve, if thought fit, the reasons if any given for absence from the meeting.

3.1 Irrelevant.

4. To resolve to accept the Model Code of Conduct for Parish and Town Councils (published by the Standards Board for England April 2007) and to separately resolve to accept the requirements of para 12 (2).

4.1 It was resolved - all in favour, to accept the Model Code of Conduct for Parish and Town Councils (published by the Standards Board for England April 2007).

4.2 It was resolved - all in favour to separately accept the requirements of para 12 (2).

Resolved.

5. To fix the date/time and venue for the Annual Parish Meeting and agree next Council Meeting date. If thought appropriate, to fix dates and times for subsequent meetings, or a regular cycle and to decide on a regular meeting place for the Council.

5.1 The Annual Parish Meeting was discussed and it was felt this should be made into a social type event and well published. It was stated that the Borough Councillors and the PCSO should be invited to attend and give reports.

5.2 It was resolved to hold monthly meetings of the Full Council on the second Tuesday of each month, except for August when the Council would recess. Commencing at 730pm in Dickens Heath Village Hall.

5.3 It was agreed the next Full Council meeting would take place on Tuesday 14th July 2009 in the Village Hall at 730pm.

6. To decide whether to appoint a Vice Chairman and if so decided, to elect a Vice Chairman.

6.1 Councillor Arfan proposed Councillor Robinson, Councillor Thompson seconded this proposal. Resolved - all in favour.

6.2 Councillor Robinson accepted.

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Resolved.**7. To make arrangements for the temporary discharge of the functions of an Acting Clerk and Responsible Finance Officer.**

7.1 There was a lengthy discussion in relation to this matter.

7.2 It was stated that the Temporary Clerk, Marie Zizzi should be appointed as a Locum Clerk until a permanent appointment was made.

7.3 It was stated that some form of contract should be arranged. The Clerk was asked to draft something similar to the contract that had been issued for the Transitional Council.

Action Item: Temporary Contract to be sorted out.

8. To authorise advertisements or other arrangements for the Appointment of a Clerk and Responsible Finance Officer and to discuss the salary and other terms of employment.

8.1 It was felt that a Clerk would be required for about 5 hours per week. 20 hours per month, including meetings.

8.2 The members discussed advertising for a Clerk locally in the library and also in the Dickens Heath directory. It was noted that once the details had been agreed, WALC could be informed and advertise via the Newsletter that is produced and issued by WALC.

8.3 There were some comments about the rate of pay/salary. It was noted that there was a matrix available from WALC, which provided information about this in relation to the type of tasks the Clerk would undertake.

8.4 It was agreed that the final details and a contract needed to be finalised.

8.5 Councillor Thompson was asked and agreed to look into this matter with the assistance of the Clerk.

Action Item: Details in relation to permanent position for a Clerk to be discussed further in the future.

9. To appoint the person who is at any time the Clerk or Acting Clerk as the Proper Officer (PO) of the Council.

9.1 Resolved – all in favour.

10. To receive a report on the finances of the Council from the Acting Clerk.**10.1 Payments received Dickens Heath account**

Date	Amount	From	Details
08/05/09	£18,000	SMBC	1 st instalment of precept

10.2 Payments made Dickens Heath Parish Council account

Date	Cheque No.	Gross	VAT	Payee	Details
21/05/09					Book keeping services April 09 and review of TGVH accounts.
	100001	£199.63		Diane Malley	Insurance for all 4 parishes
21/05/09					
	100002	£1144.21	£79.06	Allianz Insurance	

10.3 Dickens Heath sub account for former Hockley Heath Parish Council Payments received

On 18th May 2009, the bank confirmed the following;

Current balances:

Current account £ 3 348.20

Savings account £22 502.49

For the former HHPC bank accounts. The bank received written authorisation dated 11th May 2009 (signed appropriately as per mandate), requesting for these bank accounts to be closed and the funds transferred into this new Dickens Heath sub account.

10.4 Dickens Heath sub account for former Hockley Heath Parish Council payments made

Date	Cheque No.	Gross	VAT	Payee	Details
21/05/09	100001	£3844.89	£501.51	SMBC	Reimbursement of salaries Dickens Heath YC 2008/9
21/05/09	100002	£229.85	£29.98	BT	Telephone and Broadband former HHPC
21/05/09	100003	£107.67		Diane Weir	Reimbursement for drinks purchased for event 31 st March 09 former HHPC
21/05/09	100004	£188.47	£24.58	Verdant Wolverhampton City Council	Litterpick all areas to 31 March 2009
21/05/09	100005	£460.00	£60.00	City Council	Actuarial fees WM Pension Fund
21/05/09	100006	£534.75	£69.75	Sanswich Fillas Wolverhampton City Council	Buffet for event 31 st March 09 former HHPC
01/06/09	100007	£3328.00	£0.00	City Council	Early retirement costs for WM Pension Fund

10.5 Dickens Heath sub account for Tidbury Green Village Hall

Payments received

Date	Gross	VAT	From	Details
	£844.12		February Hall	
	£1283.66		March Hall	

10.6 Dickens Heath sub account for Tidbury Green Village Hall

Payments made

Date	Cheque No.	Gross	VAT	Payee	Details
21/05/09	100001	£600.00		Mr. P. Fumigaffe	Payment for caretaking services February and March 2009

10.7 It was felt that some of the Tidbury Green Village Hall takings should be apportioned between all 4 parishes.

10.8 It was noted that some payments from the Dickens Heath Parish Council account would need to be apportioned between the other parishes at some point and a record should be kept, to enable this to be dealt with in the future.

11. To agree the authorised cheque signatories for the HSBC bank account and to complete the mandate accordingly, to enable receipts to be banked and payments to be made, including the signatories required to authorise payments. To delegate to the PO in accordance with the bank mandate the payment of creditors in accordance with existing contractual commitments.

11.1 It was resolved that the new bank account opened at HSBC Bank Plc, on behalf of Dickens Heath Parish Council, by the Transitional Council during the interim period, with agreed signatures currently being all 6 Borough Councillors for Blythe, Dorridge and Hockley Heath, namely; Councillor Brian Burgess, Councillor Ian Courts, Councillor Len Cresswell, Councillor Andrew Mackiewicz, Councillor Ken Meeson and Councillor Martin McCarthy.

Now be amended and updated, in order that the approved signatories become all 5 Dickens Heath Parish Councillors, namely; Vaseem Arfan, Richard Holt, Philip Kendall, Charles Robinson and Alyson Thompson.

11.2 Payments from this HSBC bank account and the two sub accounts; for the former Hockley Heath Parish Council and Tidbury Green Village Hall; will require any 2 of the newly authorised signatories.

11.3 The newly elected Chairman for the Parish Council of Dickens Heath also signed the mandate as required.

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12. To discuss and authorise the insurance arrangements for the Council.

12.1 It was noted that according to the letter from Allianz, Dickens Heath Parish Council did not need to take any action, however the other 3 parish councils would have to sort out insurance as soon as possible.

12.2 It was stated that at some point there would probably be a refund for Dickens Heath Parish Council, in relation to the premium paid to keep the existing insurance for all the parishes.

13. To decide how to handle consideration of planning applications.

13.1 It was resolved that any planning applications would be considered at the monthly Full Council meeting all in favour.

14. To consider the adoption of Standing Orders, Financial Regulations and Freedom of Information Act publication scheme.

14.1 The Clerk was instructed to obtain Model Standing Orders from WALC.

14.2 It was stated that Financial Regulations and a Freedom of Information Act publication scheme would be adopted and dealt with in due course.

Action Item: Clerk to obtain Model Standing Orders.

15. To consider whether any Committees should be established.

15.1 It was resolved that it was not at this time necessary to establish any committees, all in favour.

16. To appoint members to any Committees which are established.

16.1 Irrelevant.

17. To decide to join the Association of Local Councils and any other public organisation of benefit to the council.

17.1 It was resolved that Dickens Heath Parish Council would become a member of Warwickshire & West Midlands Association of Local Councils (WALC), all in favour.

18. To authorise the payment for Councillors and Clerk to attend Induction Days for new councillors and Clerks.

18.1 Resolved, all in favour.

19. To order appropriate publications and stationery for the Council.

19.1 The members discussed creating some form of identification for Dickens Heath Parish Council, to give the parish council status; it was felt that maybe a Coat of Arms could be obtained.

Action Item: Clerk to obtain information.

20. Items of correspondence.

20.1 It was agreed that SMBC be approached in relation to Solihull in Bloom and their match funding scheme.

20.2 It was suggested that all the traffic island in Dickens Heath could have plants.

Action item: Clerk to contact Becki Woods at SMBC about this.

21. To approve the year end accounts for the audit and discuss future arrangements in relation to these for the former Hockley Heath Parish Council.

21.1 The Clerk updated members about the ongoing situation and the outstanding liability figure for the former Clerks Pension Fund.

21.2 Figures had been sent by the book keeper to complete the annual return for Clement Keys.

21.3 Councillor Holt signed the return and it was stated that everything now needed to go to the internal auditor.

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It was stated that DHPC wished to thank Councillor Burgess and the other members of the Transitional Council.

Item for next agenda;

Members Allowances

Litter collection in Dickens Heath.

22. To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

22.1 There were no members of the public present.

Meeting ended 830pm