

Sutton Coldfield Parish Council

10 March 2016

To the Chairman and all Members of Sutton Coldfield Parish Council

NOTICE OF MEETING

You are hereby summoned to attend the inaugural meeting of Sutton Coldfield Parish Council to be held at 18:00 on Tuesday 15th March 2016 at Mere Green Community Centre, 30A Mere Green Road, Four Oaks, Sutton Coldfield B75 5BT.



**Ifor Jones
Service Director for
Localisation Birmingham
City Council**

AGENDA

1. Notice of Recording

Under the Openness of Local Government Bodies Regulations 2014 members of the press and public are entitled to record the proceedings of the Parish Council. The Chairman will request that notice is given if recordings are to be taken.

2. Notes of 16 February 2016 Parish Council Steering Group Meeting

To receive the notes of the meeting.

3. Apologies for Absence

4. Appointed Councillors

The Chairman will report for the record the names of those appointed (via the Birmingham City Council (Reorganisation of Community Governance) Order 2015 as the Council's representatives for the period up to the election of

councillors on 5 May 2016.

5. Appointment of Interim Parish Clerk

To confirm the appointment of Nick Randle OBE FILCM as Interim Parish Clerk.

6. Code of Conduct

To adopt a code of conduct for the Council.

7. Declarations of Interest by Members

8. Name of Council

Members will be advised that a motion will be brought to the first meeting of Council following the elections to adopt the status of Town Council and if carried for a motion to be brought that its chairman be designated the office of "Town Mayor".

9. Standing Orders for the Conduct of Council & Committee Meetings

To adopt standing orders for the Council.

10. Involving the Public in the work of Sutton Coldfield Parish Council

To consider a range of approaches to engaging the public in the work of the Council.

11. Public Question Time

Under the Council's standing orders the Chairman will allow up to 20 minutes for members of the public to ask questions, make representations or give evidence in connection with items on the agenda. Members of the public may speak for up to two minutes.

12. Financial Regulations

The Council will be asked to adopt financial regulations governing the conduct of the financial transactions of the Council.

13. Interim Financial Management Arrangements

The Council will be asked to approve the interim financial arrangements provided by Birmingham City Council, to authorise the Clerk to procure a management information system and to establish banking and insurance for the Council.

14. Budgets and Precept for 2016/17

The Interim Clerk will submit for information details of the budget and precept for 2016/17.

15. Items Requiring Urgent Attention

The Council will be asked to consider options for a partnership approach to sustaining Sutton Coldfield Town Hall.

16. Appointment of Permanent Town Clerk

To consider proposals for the recruitment of a permanent Town Clerk.

17. Office Accommodation & Staffing

To consider proposals for initial office accommodation and to authorise recruitment of a Council administrator.

18. The Local Government Pension Scheme (Administration) Regulations 2008

The Council will be asked to pass a formal resolution to designate all future employees of the Council as being eligible to join the local government pension scheme.

19. Parish Council Logo and Branding

The Interim Parish Clerk will seek guidance from members and approval to commission design work on a Council brand and logo.

20. Website Domain Name

The Interim Clerk will recommend that the Council decides that the name for its website should be www.suttoncoldfieldtowncouncil.gov.uk and request approval to commission work to create a website for the Council.

21. Appointment of Committees

The Interim Clerk will recommend that the appointment of committees be deferred until after the May elections.

22. Delegation of Powers to Committees & Officers

The Council will be requested to delegate certain decisions to officers in consultation with the Chairman and Vice Chairman in the period between the March and May meetings of the Council. It will be recommended that the adoption of a scheme of delegations to committees be deferred until after the May elections.

23. Appointment to Outside Bodies

To consider what appointments should be made to outside bodies for the period up to the first meeting following the elections in May 2016.
Appointment of one parish councillor to the BCC Standards Committee.

24. Membership of NALC and WALC

To consider joining the Warwickshire and National Associations of Local Councils.

25. Timetable for Meetings

To receive a timetable of meetings and other events in the period from March to September 2016.