

**Minutes of an Extraordinary Meeting of the Full Council of Stirchley and Brookside Parish
Council held on Tuesday 28 May 2024 following the Annual Electors Meeting at The
Sambrook Centre, Stirchley**

Present: Cllrs C Lloyd (Chair), C Addison, S Cook, K Jolly, G Sinclair, C Turley, S Vaughan-Hodkinson, A Watkin

In Attendance: C Maclean (Locum Clerk/RFO), J Creed (Environmental Services Officer)

Members of Public: 0

FC/24/046 WELCOME

Cllr C Lloyd welcomed everyone to the meeting which commenced at 6:58pm.

FC/24/047 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs A England, J Loveridge, T Skidmore, T Wood.

Cllr C Lloyd advised Cllrs that Cllr J Loveridge was not in the best of health and that he had requested a leave of absence from the Council for a three-month period.

Proposed by Cllr C Lloyd, seconded by Cllr C Turley and it was unanimously resolved that Cllr J Loveridge be permitted a three-month leave of absence with effect from date of this meeting.

FC/24/048 DECLARATIONS OF INTEREST

None.

FC/24/049 PUBLIC QUESTION TIME

No comments or points raised.

FC/24/050 SAMBROOK CENTRE UTILITIES

a. Roof Repairs

The Locum Clerk advised Cllrs that further damage had occurred on the roof in that a number of tiles had been broken due to somebody climbing up and walking across. In one part of the roof this had resulted in the inner membrane being penetrated resulting in water ingress. It had also been noted that a further leak was occurring above the FAIRshare office.

The Locum Clerk also advised Cllrs that he had contacted the roofer who had undertaken repairs on previous occasions and that a quote of £1,400 plus VAT had been received. The Locum Clerk advised Cllrs that he had checked the quote and that the pricing was in line with the scope of previous repairs.

Noting that the Council's Financial Regulations stated that at least two other quotes should be obtained, the Locum Clerk proposed to Cllrs that in view of the urgency in securing the building and that the roofer would make himself available to undertake the repairs promptly Council proceed

on the basis of emergency powers being considered and that it proceeds with the one quote provided.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr C Lloyd and it was unanimously resolved that the Locum Clerk proceed with the quote received and have the repairs undertaken.

b. Sambrook Centre Utilities

Cllrs noted the paper presented to Council detailing (i) lighting improvements in the rooms at the front of the Centre; (ii) electrical installation condition report with a quote of £1,600 plus VAT; and (iii) solar setup within the Centre.

The Locum Clerk advised Cllrs that he would seek an alternative quote for the electrical installation condition report.

Cllr S Vaughan-Hodkinson noted with frustration that it had taken the Council a considerable period to understand and attempt to deal with the solar setup. Cllr S Vaughan-Hodkinson did express appreciation to the Locum Clerk that the situation was now understood and that a solution was being identified.

Discussion followed on the general state of the building and its potential reinstatement costs in the event of a loss of the building. The Locum Clerk agreed to contact the insurers to identify the correct level of cover.

FC/24/051 FINANCIAL REPORT

a. Payments Requiring Approval of Council

Cllrs noted the paper presented to Council advising of the payments requiring approval together with payments that had been made via emails with Cllrs and required ratification.

Proposed by Cllr S Cook, seconded by Cllr S Vaughan-Hodkinson and it was unanimously resolved that the payments be made and that the payments previously made were ratified.

b. Factoring of VAT for Payments

Cllrs noted the paper presented to Council in relation to the factoring of VAT in payments where these were within the discretionary limit of the Clerk. The Locum Clerk advised Cllrs that subsequent to the publication of the paper, he had identified within the new updated model Financial Regulations from the National Association of Local Councils that the discretionary limits exclude VAT. Cllrs noted that this situation would be addressed when updated Financial Regulations are presented to Council. Cllrs considered whether the current discretionary limit for the Clerk of £750.00 was sufficient. Following discussion it was agreed to leave the current amount in place.

FC/24/052 COUNCIL PROJECTS WITH EXTERNAL FUNDING

The Locum Clerk advised Cllrs that a paper on this topic had yet to be prepared and the item was deferred to a future meeting of Council.

FC/24/053 CLIMATE CHANGE COMMITTEES FORUM

Cllr S Vaughan-Hodkinson advised Cllrs that no “postcard” contributions had been received to date. Cllrs were reminded of the email that had been forwarded by the Locum Clerk on 16 May.

FC/24/054 NEXT MEETING’S AGENDA

- a. Financial Regulations
- b. Traffic Calming
- c. Advice to Locum Clerk of items for next meeting.

FC/24/055 NEXT MEETING DATE

Cllrs noted the next meeting of Council was scheduled for 11 June 2024.

FC/24/056 EXCLUSION OF THE PRESS & PUBLIC

It is recommended that the press and public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information in relation to any individual, as defined in paragraph 1, and/or information relating to financial or business affairs, as defined in paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr G Sinclair and it was unanimously resolved that the press and public be excluded from the meeting.

FC/24/057 HUMAN RESOURCE MATTERS

The Locum Clerk updated Cllrs on the current staffing situation. Cllrs noted that with reduced resources delays would occur in the completion of some tasks and activities.

The Chair noted the next meeting scheduled for 11 June 2024 and thanked everyone, declaring the meeting closed at 7:58pm.

Signed

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Chair

Date: 25 June 2024