

Minutes of a meeting of **Stirchley and Brookside Parish Council** held on **Tuesday 28th June 2016** at the Sambrook Centre, commencing at **6:00pm** when the following business will be dealt with:

Present: Councillors T Bate, R Breeze, A England, R Fagan, Mrs L Hogger, J Loveridge, M Randle, C Turley, A Watkin
Also present: G Bailey, Parish Clerk

Public Open Session

There were no members of the public present.

FC/16/21 To record apologies received and note non-pecuniary declarations of interest in matters on the agenda
Apologies were received from Cllrs Mrs J Loveridge, Mrs J Turley, G Sinclair and S Parr. It was agreed to accept apologies.

There were no declarations of non-pecuniary interest.

FC/16/22 To approve the minutes of the last meeting of the Council 24th May 2016

Item FC/16/14 CAB should read Citizens Advice, date of agreement should read from 1st April 2016 to 31 March 2019.

With the above amendment the minutes of the last meeting were approved. The chair signed the minutes.

FC/16/23 To receive reports on action taken arising from the last meeting.

There were no reports on action taken arising from the last meeting.

FC/16/24 To receive the Clerk's Report and consider any recommendations arising therefrom.

1. Summons to meetings

Requires approval of revised standing orders

2. Brookside Central

It was **agreed** to nominate Cllr Jim Loveridge to the steering group.

3. Condom distribution scheme

It was **agreed** that there were no objections to participating in this scheme.

4. The Sambrook Centre

It was **agreed** to proceed with:

- Installation of blinds to the studio at a maximum cost of £800
- Replacement of 4 x internal doors at a cost of £200 each plus installation
- External signage (Parish Council): £232.13 (opening times) £439.94

Additional verbal update:

5. We welcome Nikki Lane as our new children's worker

6. A Stirchley and Brookside Parish Council team has entered the 'It's a Knockout' competition which will take place after the fun day at 5pm on Sunday.

FC/16/25 To approve the financial reports for month 2

a) To approve monthly receipts and payments

b) To receive monthly investment report

c) To receive payroll report month 2 (to be tabled)

It was **agreed** to approve the financial reports for month 2.

FC/16/26 To receive details of budget to expenditure for financial year 2015/2016

Expenditure to budget reported as £24,662 due to unspent contingencies, projects not started and cost savings. Noted.

FC/16/27 To receive the internal auditors report

There were no issues raised by the internal auditor.

FC/16/29 To approve the Annual Governance statement 2015-2016

It was agreed to **approve** the Annual Governance statement for 2015-2016.

- FC/16/30 To approve the Annual Return and financial statements 2015 – 2016**
It was agreed to **approve** the Annual Return and financial statements for 2015 – 2016.
- FC/16/31 To approve the insurance renewal for the period 31.7.2016 to 30.07.2017 at a cost of £2,652.19**
It was agreed to **approve** the insurance renewal for the period 31.7.2016 to 30.7.2017 at a cost of £2,652.19
- FC/16/32 To receive and approve revised Standing Orders**
Standing orders have been updated:
Summons to meetings
Proper officer
Updated legislation regarding public contracts.
It was noted that standing orders allow for their review at the annual meeting. It was agreed that sometimes this was not practical due to the amount of business at the AGM as well as the need to stay up to date with legislation.
It was agreed to **approve** revised Standing Orders.
- FC/16/33 To receive the minutes of the Community and Environment Committee held 6th June 2016**
It was **agreed** to receive the minutes of the Community and Environment Committee held 6th June 2016.
- FC/16/34 To consider and agree a proposal to upgrade computers in the Parish Office**
Members had received a report detailing three quotations. Councillors agreed that it was important to ensure good services as well as competitive pricing.
It was **agreed** to purchase new hardware from Midland Computers at a cost of £2,628.
Cllr A Watkin abstained from voting.
- FC/16/35 To approve the Annual Report for 2015-2016**
It was agreed to **approve** the Annual Report for 2015-2016.
- FC/16/36 To consider and agree a proposal for Youth Services**
It was **agreed** to defer this item.
- FC/36/37 To receive information about proposals for Project Management of the refurbishment of the Sambrook Centre and agree process for selection.**
Members received a written report giving details of three potential project management companies.
It was agreed that it was difficult to compare the information given. It was **agreed** that the steering group meet and make a recommendation to the policy committee.
- FC/36/38 To agree to exclude members of the press and public in order to discuss matters relating to staffing matters. Public Bodies (Admission to Meetings) Act 1960.**
It was **agreed** to exclude members of the press and public in order to discuss matters relating to staffing matters.
- FC/36/39 To receive the minutes of the Personnel Sub Committee and consider any recommendations contained therein.**
It was resolved to agree the Personnel sub committee and recommendations contained therein.
Council
Cllr Watkin abstained.
- FC/16/40 To receive a report on staff restructure and agree action.**
It was resolved to implement the new structure as recommended.
It was resolved to agree to issue a redundancy notice.
It was resolved to advertise the new posts in the Shropshire Star, with SALC and with Telford & Wrekin Council.
It was resolved that the interview panel be Councillors England, Parr, Watkin, Bate and Jackie Loveridge.

FC/16/41 To receive any correspondence requiring action.

- Dual carriageway maintenance 4th July – 20th July.

FC/16/42 To receive Councillors reports

Councillor Sinclair submitted a written report.

- Cllr Jim Loveridge: continued concerns over flytipping. Looking at an opportunity with Brookside Big Local to recycle unwanted timber into garden troughs etc.
- Cllr A England has been involved in the future fit campaign to ensure the future of A&E services at the Princess Royal Hospital.
- Cllr Watkin: more prosecutions are needed for flytipping
- Cllr Breeze: there does not seem to have been action taken on plans to alleviate the parking situation for the south end of the town park, parking around the playing field area is appalling, there seems to have been an increase in commercial dumping in the town park.
- Cllr Turley reported that Hollinswood and Randlay Parish Council have recently passed a motion in support of the location of A&E services at PRH. It was agreed that a similar motion be put to members of Stirchley and Brookside Parish Council for consideration.
- Cllr Randle: concerns about flytipping and an increase in dog fouling.

There being no further business the meeting closed at 19:45pm

Signed

Date

Clerks Report June 2016

1. Summons to Meetings

The Local Government (Electronic Communications) (England) Order 2015, SI2015/5, amending para 10 of schedule 12 now requires that the summons to a meeting is sent to every member 'by an appropriate method', which includes sending it electronically to any member who has consented and has provided an electronic address. Some members have requested that Stirchley and Brookside Parish Council send out agendas and meeting papers electronically. This method is in use by other local Parishes. If members are in agreement; Standing Orders need to be updated to reflect this. See agenda item: **FC/16/32**

The proposal would be that the agenda and supporting papers will be emailed to members three clear working days prior to the meeting. Hard copies will be available for Councillors at meetings and on request.

2. Brookside Central

There are still outstanding matters with Telford and Wrekin regarding the situation with existing staff and potential TUPE commitments. The grant figure is likely to increase.

Telford and Wrekin require a business plan setting out the long term financial sustainability. There are a number of options:

- Increase in precept
- Reduced opening/increased rental activity (though there is still likely to be a shortfall between income and expenditure)
- Proposal to include use of Brookside Big Local funding (subject to partnership agreement)

A steering group will be established comprising representatives from TWC, SBPC, Brookside Big Local, building users/lease holders, residents, volunteer representative, staff representative.

Fiona Moore (TWC) has kindly arranged a meeting with building users/lease holders for 27th June to update them on the situation regarding the future of the centre. The first meeting of the Steering Group will be Monday 11th July 2016 (10am and 7-9pm).

Action

Nominate one SBPC Councillor to the steering group.

3. Condom Distribution Scheme (C-Card)

We have been approached by Jackie Plant from the Terrance Higgins Trust to ask if the Sambrook Centre could become part of the Telford and Wrekin Condom Distribution Scheme which is being coordinated by Shropshire Community Health Trust. It is part of a wider programme of sexual health promotion. Telford has one of the highest rates of teenage pregnancy in Europe.

C-Card schemes are confidential services that provide free condoms, sexual health advice and support to young people. C-card schemes aim to make condoms more accessible to young people, whilst providing them with support and information about sexual health and how to use condoms correctly.

Professionals working in the CDS service will adhere to local policy, their own professional codes of practice, and the law relating to confidentiality. Parish Council staff who are willing to participate will be given training in assessing 'Fraser competency', how to address concerns (signposting) and any safeguarding issues which may arise. Only staff that have are willing to and have received the training will undertake this work.

4. The Sambrook Centre

A revised contract has now gone to Clarkes Solicitors. New doors are being fitted on 4th July. I am waiting to hear about plans for temporary repairs to the roof.

I have agreed with FairShare that we will invoice monthly for the room they occupy at present and we will enter into a lease agreement once their new accommodation is ready.

Whilst the weather has played havoc with the gardening scheme the rain has allowed the maintenance team to undertake some work in the Sambrook Centre:

- Replacing lighting strips in the inaccessible areas (using scaffold tower)
- Removing the blinds from the high windows near to the door
- Painting

There is a noticeable difference in the light in the building and we now have appropriate emergency lighting. Some fittings are broken.

I have ordered some new diffusers to replace broken ones in the Studio. I would like to purchase 'blackout blinds' at an approximate cost of £800 plus VAT.

I would like to replace the cream doors with doors that match the toilet doors, they should have vision panels in them. Costs will be approximately £200 per door, I have contacted a local handyman who would be able to fit them.

Action

Agree budget for internal improvements.

2014-2015

2015-2016

* 30% recharged to library

	2014-2015			2015-2016		
	Budget	Final Out turn	Difference	Budget	Budget Amended	Out turn
The Sambrook Centre						
Rent Payable (sc *& garage)	7,000	10,539	3,539	4,034	Rent for garage	500 382
Service Charge *	9,500	8,944	- 556	3,500	Rent SC Sept 2014-15	10,000 10,000
Rates *	12,600	19,401	6,801	10,000	Service Charge to July 2015	2,500 2,500
Cleaning Costs *	8,500	682	- 7,818	500	Utility costs August - March	4,000 4,788
Equipment/Furniture	100	277	177	2,500	Rates	19,898 19,843
Maintenance *inc security	4,000	10,163	6,163	2,000	Cleaning equipment	500 504
Marketing	100	105	5	100	Purchase new furniture	1,000
Miscellaneous/H&S	250	170	- 80	250	Maintenance	4,000 1,201
Contingency	1,195	-	- 1,195		Marketing	100
Staff *	20,708	33,548	12,840	15,047	Staff	15,047 16,862
<i>50% Reception/Admin Officer</i>					Misc H&S	250 31
<i>Cleaner</i>						
Total Expenditure	63,953	83,829	19,876	37,931	Estimated Expenditure	57,795 56,111
Income					Income	
Recharges to Library		- 17,102	- 17,102		Recharges to library to June Q1	- 3,247 - 8,955
Hire Charges Sales Ledger	- 3,000	- 5,486	- 2,486	- 1,500	Room Hire	- 5,000 - 4,051
Coffee Bar		- 1,242	- 1,242		Lease to Library	- 8,500 - 4,500
					Lease to Fairshare	- 690
					Coffee bar	- 879
					Reimbursements	-31
Total Income	- 3,000	- 23,830	- 20,830	- 1,500	Estimated Income	- 17,437 - 18,416
Sub Total Parish Centre	60,953	59,999	- 954	36,431	Sub Total Parish Centre	40,358 37,695
CIVIC COSTS						
Chairs Allowance	1,000	1,000	-	1,000	Chairs allowance	1,000 1,000
Parish Basic Allowance	6,000	6,000	-	6,500	PBA	6,500 5,990
Cllrs Training/Conferences	500	-	- 500	500	Training	500 310
Election Expenses						4,141
Sub Total Civic Costs	7,500	7,000	- 500	8,000	Sub Total Civic Costs	8,000 11,441

ADMINISTRATION						ADMINISTRATION		
Staff	77,429	72,677	- 4,752		78,025	Staff	73,495	67,746
<i>Clerk</i>					47,025	<i>Clerk</i>	47,025	
50% Assistant Clerk					13,046	50% Assistant Clerk	13,046	
50% Reception/Admin Officer					8,194	50% Reception/Admin Officer	8,194	
Apprentice					5,060	Apprentice	2,530	
Contingency for Clerk					4,700	Contingency for Clerk	2,700	
Training / Conferences	2,000	1,587	- 413		1,000	Training / Conferences	1,000	1,076
Equipment Office Support	200	-	- 200		-			
Office support	8,100	7,583	- 517		8,000	Office Support	8,000	6,871
Subscriptions	500	327	- 174		300	Subscriptions	1,825	1,825
Insurances	2,500	3,928	1,428		3,000	Insurance	1,950	2,961
Audit/Accountancy	2,000	1,843	- 157		2,000	Audit/Accountancy	2,000	1,992
Publications	100	181	81		200	Publications	950	68
Newsletter	2,000	750	- 1,250		2,000	Newsletter	1,000	1,118
Misc H&S	250	-	- 250		250	Misc H&S	250	
Contingency	2,021	-	- 2,021		6,885		6,885	
Total Expenditure	97,100	88,875	- 8,225		101,660		97,355	83,657
INCOME								
Photocopying		- 407	- 407			Photocopying	- 400	- 461
Sale of Van		- 800	- 800					-
Bank Interest	- 1,500	- 1,550	- 50		- 1,500	Bank Interest	- 1,600	- 1,459
Reimbursements		- 453	- 453					- 450
Precept & Grant							-	-
Total Income	- 1,500	- 3,210	- 1,710		- 1,500	Total Income	- 2,000	- 2,370
Sub Total Administration	95,600	85,665	- 9,935		100,160		95,355	81,287
Total Policy Committee	164,053	152,665	- 11,388		144,591		143,713	130,423

Neighbourhood Services

2014-2015

2015-2016

	2014-2015			2015-2016			
	Budget	Spend	Difference	Budget	Amended	Final	Difference
COMMUNITY							
Salaries	67,355	73,669	6,314	65,761	70,291	76,876	- 6,585
<i>CDW (7 months)</i>				-	9,870	-	
<i>Funzone</i>				13,713	13,713	-	
<i>PET</i>				39,002	33,662	-	
<i>50% Assistant Clerk</i>				13,046	13,046	-	
Environmental Maint	1,340	890	- 450	1,600	1,600	2,492	- 892
Parish Van from Reserves		17,479					-
STROWP Grant	5,000	5,000	-	5,000	5,000	5,000	-
Heritage Trail	200	-	- 200	200	290	290	-
Play Equipment	3,500	3,668	168	5,733	5,733	3,735	1,998
Social Events	8,000	5,639	- 2,361	8,000	8,000	5,936	2,064
Allotment expenses	2,850	437	- 2,413	1,500	1,500	1,332	168
Gardening scheme costs	3,700	3,668	- 32	3,300	3,300	1,022	2,278
Funzone Activities	4,771	3,119	- 1,652	6,287	6,287	4,062	2,225
Information Day	150	-	- 150	150	150	-	150
Christmas Celebration	200	199	- 1	200	200	339	- 139
Working Lunch	600	393	- 207	450	450	313	137
Lets Grow Event	450	333	- 117	450	486	689	- 203
Community Events	4,000	298	- 3,702	4,000	4,000	2,802	1,198
Contingency	2,137		- 2,137	5,280	5,280	-	5,280
Young Peoples Forum	2,000	-	2,000	2,000	2,000	-	2,000
Total Expenditure	106,253	114,792	- 4,940	109,911	114,567	104,888	- 5,023
INCOME							
Allotment Rents	- 1,250	- 1,230	20	- 1,300	- 1,300	- 1,493	- 193
Insurance Claim		- 386	- 386				-
Reimbursements		- 209	- 209		-	- 665	- 665
Funzone Subs		- 460	- 460		- 500	- 569	- 569

Local Trust					-	3,694	-	3,135	-	3,135
Total Income	-	1,250	-	2,285	-	1,035	-	1,300	-	5,494
Total Community Budget		105,003		112,507		- 5,975		108,611		109,073
Grants										
CAB		2,500		3,000		500		3,000		3,000
Grants		1,500		2,875		1,375		1,500		1,500
Grant for CO From reserves				9,000						1,809
Total Grants		4,000		14,875		1,875		4,500		4,500
Total NS Committee		109,003		127,382		- 4,100		113,111		113,573

Christmas lights				2,918		2,918				1,404
Neighbourhood Plan		1,500		5,368		3,868		5,000		5,000
Neighbourhood Plan				- 4,750		- 4,750				147
Total Community Plan		1,500		3,536		2,036		5,000		5,000

	2014-15 Budget			2015-16 Budget			Amended	Final				
Policy	£	164,053	£	152,665	-£	11,388	£	144,591	£	143,713	£	130,423
Neighbourhood Services	£	109,003	£	127,382	£	18,379	£	113,111	£	113,108	£	105,185
Neighbourhood Plan			£	3,536	£	3,536	£	5,000	£	5,000	£	1,551
	£	273,056	£	283,583	£	10,527	£	262,702	£	261,821	£	237,159

