Minutes of the Extraordinary Meeting of the Parish Council of Berkswell held in the Jordan Room, St John Baptist Church, Berkswell, on Thursday 25 June 2026 at 7:30 pm

	Action
1. Attendance Cllrs Shadbolt (Chairman), Drake, Lloyd, Lycett & Edwards (19:45pm), the Clerk and 2 members of the public.	
2. Apologies for absence Cllrs Howles & Sawyer.	
3. Acceptance of apologies for absence	
4. Declarations of Interest	
1. There were no declarations of interest from Councillors on items on the agenda	
2. There were no written requests for disclosing pecuniary interests	
3. There were no requests for dispensations	
4. Councillors were reminded to update their Notice of Registrable Interests'. It is a requirement that Councillors update the Register within 28 days of a change to any Disclosable Pecuniary Interest. Councillors to note that the current register is available via the following link http://eservices.solihull.gov.uk/mgInternet/mgParishCouncilDetails.aspx?ID=235&LS=3.	
5. Meeting of the Merger Working Group – Council received the notes of the meeting held on 18 June 2026.	
6. Balsall & Berkswell Parishes' Merger	
a. Independent Organisational Review – Council **agreed** to make a contribution of up to £2,000 to towards a total cost of £6,000 for an organisation review to establish resource requirements for a merged council. It was noted that, at this time, there were no detailed proposals setting out the scope of such a review, time required to carry out the work and the cost.	**Clerk**
b. Resources Required to Carry Out Workflow Design – Council noted that this proposal had potentially been overtaken by events but that it was not clear to what extent an Independent Organisational Review, as proposed in 6.a. above, would address the work anticipated in this proposed motion.	
i. Consequently, Council **agreed in principle** that, in order to produce key activity workflows for the new merged Parish Council, additional resources are required to free up the clerk to carry out the work (in conjunction with the Balsall PC Clerk). It was **agreed** that this proposal would be revisited once the full scope of an Independent Organisational Review has been provided and the likely impact of the review on the Clerk's time.	**All**
ii. Notwithstanding item b.i. above, Council anticipate that the Clerk will be required to spend much or all of his time working on the dissolution of Berkswell Parish Council and the creation of the new Balsall & Berkswell Parish Council. Consequently, Council **agreed** to appoint a locum clerk, on terms to be agreed, for the period up to 31 March 2027 at a budgeted cost of up to £17,000 (plus Employers NI). The Locum Clerk would carry out normal business for Berkswell Parish Council up to its dissolution on 31 March 2027. It was further **agreed** that the appointment of a locum clerk should follow an appropriate recruitment process including advertising the vacancy; requesting a CV and covering letter from interested parties and holding formal interviews.	**All**
7. Council. Next Meeting	

The next scheduled meeting of the Council will be an Ordinary Meeting to be held on Thursday 16 July 2026 at 7:30pm in the Hornets Clubhouse, Lavender Hall Lane, Berkswell.	