Minutes of the Extraordinary Meeting of the Parish Council of Berkswell held in The Balsall and Berkswell Jubilee Centre, Station Road, Balsall Common on 11 September 2026 at 9:00 am.

	Action
1. Attendance Cllrs Shadbolt (Chairman), Drake, Lycett & Sawyer. **2. Apologies for absence** Cllrs Edwards, Howles, Lloyd & the Parish Clerk **3. Acceptance of apologies for absence** **4. Declarations of Interest** a. There were no declarations of interest from Councillors on items on the agenda b. There were no written requests for disclosing pecuniary interests c. There were no requests for dispensations d. 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. Staffing Committee** a. Council agreed to set up a staffing committee to deal with decisions on all staffing matters and agreed membership of the committee to be Cllrs Drake, Lycett, Sawyer and Shadbolt. b. Council agreed terms of reference with the following amendments, membership to be 4 councillors and quorum to be 3 councillors. c. Council agreed the staffing committee should agree whether items on the agenda are to be held in private session due to their confidential nature. **6. Next Meeting** The next meeting of the Council will be the Ordinary Meeting to be held on 12 November 2026 in the Hornets Clubhouse, Lavender Hall Lane, Berkswell, commencing at 7.30pm.	

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