Balsall & Berkswell Parish Councils Joint Merger Working Group

9.30 am Friday 28th August

Present: Richard Drake – JWG Chair (Balsall Parish Council and Berkswell Parish Council), Tracey Carpenter (Clerk, Balsall Parish Council), Ja'Neen Day (WALC), Liz Macdonald (Balsall Parish Council), Charlotte Shadbolt (Berkswell Parish Council), David Slatter (Balsall Parish Council).

1. Report on meeting with SMBC – JD stated this is scheduled for next week. **Action: JD report next time**
2. Actions from last meeting
    a. Dates of budget and precept setting to be agreed after SMBC meeting, awaiting clarification from SMBC regarding treatment of reserves, confirmation that both elected councillors and co-opted councillors will transfer on 1st April until election in May, NDP – confirmation new council will own both existing NDPs.
    b. New council website progress update LM/CS – note provided. Propose retaining existing websites for 2 years, JD agreed this is good idea. Having demos/meeting with 2 providers on 15 September, one quote already received. **Action: CS/LM update next time.**
    c. Branding – DS has started work, dates for branding workshop to be arranged and venue. CS can help with Jubilee Centre booking as has access to the diary. **Action: DS update next time.**
    d. Financial systems. **Action RD to talk to TC off line.**
    e. Payroll – RW suggested requesting quotes at later point. **Action: CS to approach 3 providers including existing provider to obtain quotes based on 15 councillors and 3 staff members.**
    f. Bank accounts – paper provided, agreed action proposed. **Action: RD to update both PCs.**
    g. Risk register – to be standing item. **Action: RD to add to future agendas, JWG to provide feedback to JD minimum 4 days prior to each meeting if needed to be added / discussed.**
    h. Insurance – 3 year deals and quotes to be obtained once joint asset register available. **Action: JD to provide merged asset register or copy of Balsall asset register to RW to enable this to be taken forward.**
    i. Clerk work load. TC confirmed manageable at present. Berkswell PC paying clerk o/t subject to PC approval for merger work.
    j. Reporting to residents. **Action: With PCs approval RD/DS to meet after each PC meeting and agree information and medium for communication with residents.**
    k. Transition plan – to be finalised after SMBC meeting. **Action: JD to update after SMBC meeting.**
    l. RW has resigned from WG. Agreed AL to join subject to Berkswell PC approval. **Action: CS to add to PC agenda.**
    m. **RD to add draft order to agenda next time.**
3. Meetings dates – 9.30am 11th September to discuss staffing structure review (councillors only) 10am 17th September next work group.