

**MINUTES OF THE MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 8TH SEPTEMBER 2010
AT 19.30 HRS**

Those present:

- Chairman:** Cllr M Hayes
- Councillors:** Cllr Mrs. P Allen Cllr E Knibb Cllr A Terry
 Cllr Mrs. A Haywood [except part Item 9] [Item 4-end]
 Cllr J Horne-MacDonald Cllr J Riordan Cllr J Whelan
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
- Public:** None.

1. Apologies.

The apologies from Cllr Mrs. J Smith were noted.

2. Declarations of pecuniary or other interests.

None declared at this stage. (See Item 9.)

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED** by Cllr Mrs. Allen, **IT WAS RESOLVED** that the Minutes of the Meetings held on Wednesdays, 30th June and 14th July, 2010, having been circulated, be signed as a true and correct record of the meetings.

4. Planning Applications.

The Planning Applications received since the last meeting were considered by the Committee and the recommendations thereon are set out in the appendix.

5. Residents' Concerns.

Members noted the circulated information and endorsed the views of the Leisure Services Committee to try and clarify for parishioners the different responsibilities of the parish council and the unitary authority. **ON THE PROPOSITION** of Cllr Whelan, **SECONDED** by Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Council write to the Borough Councillors to ask what powers they had to address the unsightly forecourts of former garages in Castle Bromwich and also if they had any suggestions on what the Parish Council may also do to help promote a solution.

6. Licensing Application.

There was no update on the licensing application by Castle Convenience Store.

7. Submission of Planning Applications.

Following consideration, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Clerk be delegated to seek quotations and arrange for submission of three planning applications on behalf of the council. This was to prevent further delays, with the priority application being the (part) change of use to business office accommodation, costs being paid by the capital projects budget.

8. Solihull MBC – Walks Leaflet (Festival Way, Castle Bromwich).

Members noted the circulated information and endorsed the views of the Leisure Services Committee. The Clerk would contact Mr. Dutton for additional views.

9. Internal and External Audit 09/10.

Cllr Knibb declared a personal and prejudicial interest in a matter queried by the external auditor and left the meeting whilst members considered this matter. Cllr Knibb then

ACTION

Asst. Clerk
Oct.10

Clerk
Asap

Clerk – 9
& 30/9

N.B. All Minutes are deemed as draft until formally approved and signed. rejoined the meeting for discussion of points 1-3. Following consideration, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Whelan, **IT WAS UNANIMOUSLY RESOLVED** that the tabled response of the Clerk (copied to all members) had addressed the matters requiring clarification by Clement Keys. **IT WAS RESOLVED** that the internal auditor be invited to the February 2011 Finance and General Purposes Committee meeting, when their suggestions to the parish council, from their acquired experience, would be sought. The sample engagement letter for internal auditors was deferred to the new year.

Clerk
Oct.10

FGP
Feb. 11

10. Former Finance and Planning Software.

Following consideration, there was no support forthcoming for the purchase of a post cancellation licence and **IT WAS AGREED** that the £150 cost should be saved.

11. Marketing and Promotion.

Following consideration, members felt it advisable in the current economic climate to display a general Christmas greeting poster, which could also be considered for emailing. Due to the very healthy bookings for Arden Hall and Pavilion up to 2012, members concurred that marketing was already effective. The Clerk reported that new photographs of facilities were being taken for the website, with some members' photos also being required. Members noted the direct local communication by other organisations and felt that quality communications with parishioners was important. The Council would investigate costs of a mailshot via Solihull MBC in March 2011.

JTW/JHM
RA/MH

Asst Clerk
Asap

12. Consideration of Consultation on possible Referendum to veto excessive council tax increases.

Members felt that any referendum should be cost effective for parishioners and relative to the level of tax increase. As the setting of the precept was a full council decision, members deferred this subject to the next council meeting if the deadline was extended. Members were disappointed that the deadline for response was 10th September which was an inadequate consultation period.

Council
29/9 poss?

13. Training.

In the absence of further information on equality and diversity training, **IT WAS AGREED** to remove the hold on training requests. In line with the training policy, members noted the report from new members on the induction training attended. The Clerk commended the finance clinic on 18th January, 2011 by Peter Lacey, with 2 places provisionally approved for the Clerk and a member (candidates to confirm their availability asap). Cllr Horne-MacDonald's request to attend the planning course was supported. **IT WAS RESOLVED** to accept the whole council training date of Wednesday, 20th October (7.30 pm) on budget reviews and risk management. Cllr Mrs. Haywood submitted her apologies for this training.

Clerk &
AEH or
EK asap
13/10

All
members
to confirm

14. Payments.

ON THE PROPOSITION of the Chairman, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the payments as circulated by approved. The latest income/expenditure report was tabled and noted. A budget forecast had been prepared by the bookkeeper and was tabled (although figures would require updating before the October training).

Clerk
6/10

15. Clerk's Report.

Members noted that during the August recess there had been unexpected developments taking priority over planned works. The Asst. Clerk was pursuing some outstanding issues but the autumn events (Remembrance Parade, budget preparation, carol concert etc) had increased with the Ceremonial Tree Planting, now provisionally being arranged for Monday 25th October at 10.30 am. The Youth Council Chairman and the family of

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Rifleman Joseph Murphy had agreed to take part and invitations/publicity would be arranged. On-going investigations were not yet completed and staff re-training was a current concern, with rescheduling of routine administration proving difficult. Members were informed that a printer repair had been completed. A mobile safety barrier was required for the parade (sample shown) and **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that a purchase be made as a matter of urgency. The Clerk reported a provisional booking for a charity football match in the park on the afternoon of Remembrance Sunday, with a celebrity referee, with all funds raised going to “Help the Heroes”. Whilst this was encouraged, the organizer would be asked to ensure car park security and crowd safety to ensure existing functions were not unduly affected. Members were delighted to note that Solihull MBC had confirmed to the Clerk that the trial use of the Birmingham tip by Castle Bromwich residents had been extended indefinitely. The Clerk reported that the camera survey of the pavilion drains had confirmed they were satisfactory and that the next recommended test was a core sample be drilled. This matter was delegated to the Clerk to commission a report urgently, costs being met by the Pavilion repairs/maintenance budget. Members noted the Clerks reminder of the meetings at Park Hall Academy on 20th September (9.30 a.m.) and the Standards Committee on 28th September at 7.30 p.m. and the Solihull Festivals Fortnight from 11th – 26th September. A community carol service was being considered by Castle Bromwich Junior School and the Clerk had helped to supply contact information (whilst requesting a clash be avoided with the councils service on 30th November).

Clerk
Asap

Asst Clerk
Asap

Clerk
Asap