

**MINUTES OF THE MEETING OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 8TH OCTOBER 2008  
AT 19.30 HRS**

**Those present:**

**Chairman:** Cllr J Riordan

**Councillors:** Cllr Mrs. P Allen      Cllr Mrs. A Haywood      Cllr A Terry  
Cllr E Knibb      [Items 5-end]

**Officers:** Mrs. C Tibbles      **Public:** None.

**1. Apologies.**

The apologies from Cllr R Amos, Cllr Mrs. J Smith and Cllr Mrs. B Wilkins were accepted for the reasons given.

**2. Declarations of pecuniary or other interests.**

None declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings held on Wednesdays, 30<sup>th</sup> July and 10<sup>th</sup> September, 2008 having been circulated, be signed as a true and correct record of the Meeting.

**4. Planning Applications.**

The Planning Applications/Decision Notices received since the last Meeting were considered by the Committee, the recommendations thereon are set out in the appendix.

**5. Residents' Concerns.**

Members noted the circulated information.

**6. Communications.**

Routine communications as listed on the agenda were noted. Several members committed to attending 2 of the WALC courses offered. Cllr Knibb took the consultation document on byelaws.

Asst. Clerk  
16/10/08

**7. Christmas Tree Lighting Event.**

After discussion, **IT WAS UNANIMOUSLY RESOLVED** that the arrangements for this and the Carol Service needed improving by making it a ticket only event. Tickets to cost £1, with these proceeds going to Age Concern. Cllr Knibb felt the Events Working Party should meet. Cllr Mrs. Haywood offered assistance with drafting a new letter of instruction for the 2 participating schools regarding a limit of 25 children in the choir, 60 tickets allocated per school (sale or return). Cllr Mrs. Allen volunteered to sell up to 80 tickets via Arden Hall on specific Saturday mornings. Some tickets to be made available to Age Concern. Cllr Mrs. Haywood would liaise with Castle Bromwich Singers about carols and compering. Clearer arrangements would be made with the schools and a designated dropping off point arranged for children. The tree lighting to be outdoors at 6.30 pm with Castle Bromwich Singers in the foyer to welcome people in. The bar open to serve for 30 minutes before the Carol Service commenced at 7.00 p.m. with mince pies served after the service concluded.

AEH  
ASAP  
Clerk  
24/10  
PA  
Nov.  
AEH  
ASAP

**8. Budget Planning 2009/10.**

The Chairman invited everyone to attend a working party meeting to prepare budget information on Wednesday, 22<sup>nd</sup> October at 7 pm in the York Room. He asked the

Clerk to consider what equipment might be required and after discussion, consensus was reached that IT/communication improvements were the priority, with re-location of the Council Office remaining a possibility for longer term consideration.

#### **9. Village Green Access Request.**

Members were informed that information was being exchanged.

#### **10. Payments.**

Following a query on supplies by Midshire Business Systems, **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the payments as set out in the enclosure, be approved.

#### **11. Clerk's Report.**

The Clerk was pleased to report that since 29<sup>th</sup> September the bookkeeper had now commenced working 1 afternoon per week and made rapid progress with finance checks/bank reconciliations, resolving 3 minor queries. Contract of services shown and requests made for regular report of activities (possibly via invoice) and an IT policy to be signed. Safety Advisory Group meeting had been attended on 16<sup>th</sup> September and Parade update given. A further meeting was taking place the following morning with the Clerk again being accompanied by Cllr Mrs. Allen. Stationery requirements considered and approval given to accept the quotation, subject to minor changes with layout. Staff matters continued to be time consuming for the Clerk at present, with pastoral support given to some staff and guidance to others. More meetings with organisers/volunteers were needed (note tabled) and possible newsletter considerations being worked on by Cllr Mrs. Smith. It was agreed to postpone ordering more Christmas Cards at present but support given in general to create a secure reception area (costing approximately £450) and using volunteers to create new doorway at minimal cost. Clerk hoped to take some time off the following week off and hoped to be back in office on 21<sup>st</sup> October, ready to continue with activities and plans. She apologised for not including an item on Grant Funding on the agenda which was deferred to the following month. Cllr Mrs. Allen had completed an interesting cleaning stock check with the volunteers that day.