

**MINUTES OF THE MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 12TH JANUARY 2011
AT 19.30 HRS**

Those present:

- Chairman:** Cllr M Hayes
- Councillors:** Cllr Mrs. P Allen Cllr E Knibb Cllr Mrs. L Smith
 Cllr Mrs. A Haywood Cllr J Riordan Cllr J Whelan
 Cllr J Horne-MacDonald
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
- Public:** None.

1. Apologies.

The apologies from Cllr Ms. J Smith and Cllr A Terry were noted.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Whelan, **SECONDED** by Cllr Riordan, **IT WAS RESOLVED** that the Minutes of the Meetings held on Wednesdays, 24th November and 8th December, 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.

Rec'd Date	Appl. No	Applicant	Location
Recommendation to the Borough Council			
06/12/2010	2010/2011	Mr A Ali	1 The Green
		Could be approved subject to any neighbours comments	
13/12/2010	2010/2024	Mr Zaphir Baig	41 Chester Road
		Could be approved subject to any neighbours comments	
21/12/2010	2010/2054	Mr A Smith	35 Bentley Road
		Could be approved subject to any neighbours comments	

5. Licensing Applications.

The Clerk reported she had emailed Sgt Hewitt about licensing concerns raised by the Leisure Services Committee and was still awaiting the written outcomes of the recent Coach & Horses licence variation.

6. Residents' Concerns.

Members noted and discussed the circulated information.

7. Financial Year End Procedures.

Following discussion members noted with interest the document in preparation for year end checks by the council. Members considered and updated the Risk Schedule and deferred signing the document to the next meeting.

8. Visit of Internal Auditor.

Following consideration of auditors reply and as there were no specific questions or concerns, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Horne-MacDonald, **IT WAS UNANIMOUSLY RESOLVED** that the visit, although appreciated, was not required but the draft appointment letter be adopted and sent.

ACTION

Clerk
26/1

Clerk
19/1

N.B. All Minutes are deemed as draft until formally approved and signed.

9. Solihull MBC – Traffic Regulation Order.

This item was noted with interest. The Clerk also reported the cancellation of the temporary road closure at Beechcroft Road junction with Chester Road on 7th January, which had been scheduled for 17th – 21st January.

10. Marketing and Promotion.

Members noted that the planned document had not yet been reformatted and latest deadline dates were being clarified. After consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Council endeavour if possible to meet the deadlines when known and delegate the Clerk to make arrangements for printing via Solihull’s contractor, at a cost of £520 for 5000 A4 double-sided colour leaflets, folded in half and distributed to every household in the parish. The Clerk would endeavour to email the leaflet to members when finalized **before** submitting to Solihull but a very prompt response to approve contents would be required.

11. Training.

No requests or reports submitted. The Clerk commended the annual WALC Briefing Day being held on Saturday 5th March and hoped several members would be able to attend when the programme was received. It afforded excellent opportunities and previous contacts made had resulted in successful installation of the £25,000 Playbuilder equipment for children.

12. Payments.

Following clarification of details by the Clerk, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the payments as circulated by approved.

13. Clerk’s Report.

Members noted the Clerk asked those who were eligible to complete the allowances form, even if it was a nil return. The Clerk reported that with changes in staff and systems, she had booked Year End support from RBS, at a cost of £425 to enable close down to take place. As she would be wholly responsible for completing the payroll year end operations in addition to the audit and Annual Return procedures, which this year would also be occurring at the same time as elections, the council AGM and the Annual Parishioner’s Meeting, she anticipated March, April and May would be extremely active times. She was still endeavouring to source specialist binders for archived minutes, the Chain of Office was currently being engraved and website access problems had been experienced by the web manager, although thankfully remedied to allow the agenda and latest press release to be displayed. Sample printouts of expenditure over £500 were shown by the Clerk but there had been no clear instructions received as to what detail needed to be included – clarification was therefore still awaited. The Youth Council had enjoyed beating councillors at the recent skittles challenge.

ACTION

Asst. Clerk
13/1

Clerk
asap