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**MINUTES OF THE MEETING OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 16TH JULY 2008  
AT 19.30 HRS**

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**Those present:**

**Chairman:** Cllr J Riordan

**Councillors:**

Cllr Mrs. P Allen  
Cllr R Amos  
Cllr Mrs. A Haywood  
Cllr E Knibb  
Cllr Mrs. B Wilkins

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

1.  
**Apologies.**  
The apologies from Cllr Mrs. J Smith and Cllr A Terry were accepted for the reasons given.

2. **Declarations of pecuniary or other interests.**  
None declared.

3. **Minutes of the previous Meeting.**  
Subject to the substitution of the word 'Small' for 'Whateley' on page 2, Item 7, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Amos, **IT WAS RESOLVED** that the Minutes of the Meetings held on Wednesdays, 28<sup>th</sup> May, and 11<sup>th</sup> June 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. Cllr Amos raised concerns about golf being played in Hob Farm and people using the area after locking-up time, contrary to the byelaws, and **IT WAS RESOLVED** that a reminder be sent to all neighbouring residents asking for vigilance after 8 pm. Members were appraised of the discussions that took place at the previous Leisure Services Committee meeting.

6. **Communications.**  
Routine communications as listed on agenda were noted, including details of the Society of Local Council Clerks 34<sup>th</sup> National Conference 2008. **IT WAS RESOLVED** that the Clerk's request to attend this conference be approved at a cost of £320.

7. **Future Plans for Finance and General Purposes Committee.**  
After discussion, **IT WAS UNANIMOUSLY RESOLVED** that the prioritised aims would be to relocate the Council Office to the ground floor and to upgrade the communications system to improve service and efficiency within the building for customers and staff. Examples of sundry expenditure would be provided for members.

8. **Website and Blog.**

Clerk  
ASAP

Admin  
Asst.  
Aug 08

Members discussed options and suggestions and after discussion **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Amos, **IT WAS RESOLVED** that Cllr Mrs. Knibb be asked by Cllr E Knibb to reconsider continuing the work on the blogsite, which members had appreciated for its professionalism and efficiency. Members acknowledged the need for protecting themselves by sending input via the Council Office. If Cllr Mrs. Knibb declined then other members were invited to

assist and/or takeover this role. **IT WAS FURTHER RESOLVED** that the latest agendas be displayed on the website in future and that (in the absence of the revised model Standing Orders from NALC) the Clerk seek advice on 'Questions from the Public' being renamed 'Parishioners Questions and Concerns' and taking place at the beginning of meetings and being reinstated in normal minutes. A disclaimer would be added to protect the Council and remind contributors of their personal responsibility for their statements (e.g. what members of the public say is their responsibility and no liability rests with the council). Members considered including a note that 'minutes were deemed as draft until formally approved and signed' in order that earlier circulation and uploading to the website could be undertaken.

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

Members discussed the advice received and were appraised of the discussions that took place at the previous Leisure Services Committee meeting. **IT WAS UNANIMOUSLY RESOLVED** that further advice and clarification be urgently sought for 30<sup>th</sup> July.

#### **10. Castle Bromwich Cricket & Sports Club.**

Members discussed the requests received and were appraised of the discussions that took place at the previous Leisure Services Committee meeting. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the request for additional keyholder be approved, subject to the terms and conditions previously agreed and subject to monitoring and periodic review by the Parish Council. **IT WAS FURTHER RESOLVED** that should hire conditions, byelaws or keyholding procedures be breached then the agreement would be terminated. The Clerk was requested to arrange a meeting to discuss the way forward.

#### **11. Payments.**

**ON THE PROPOSITION** of Cllr Amos, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the payments as set out in the enclosure, be approved. The Clerk had circulated the latest budget printouts.

#### **12. Clerk's Report.**

The Clerk reported that progress was being made on some outstanding matters but new issues frequently arrived that took priority, which would be reviewed with the Asst. Clerk shortly. She would be helping to covering numerous staff holidays over the next 2 months. The first Remembrance Parade planning meeting had been called for Monday 21<sup>st</sup> July and the new Rector, Rev. Gavin Douglas would be attending. She had been welcomed at her first North Solihull Business Forum meeting in 12 months and was pleased to now prioritise some functions that she had deferred for a considerable time. She felt that computer issues and security had improved since the IT service arrangement had been made and some staff training was being conducted 'on-the-job'. A large task needed undertaking following an upgrade/staff processes to ensure no booking conflicts remained to 2010! A start date needed to be agreed with the Bookkeeper and Arden Hall vacancies were still to be filled. Members noted the draft consultation sheet that had been tabled.

#### **13. Staff Matters.**

EK  
ASAP

A 1 1  
members  
TBA

Clerk  
Sept.08

Clerk  
Sept.08

Under confidential terms, **IT WAS UNANIMOUSLY RESOLVED** that the staff matters be actioned accordingly by the Clerk

Clerk  
ASAP