

Castle Bromwich Parish Council

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NOTICE OF MEETING

A meeting of the **Finance & General Purposes Committee** is to be held
in the **PAVILION** at Arden Hall, Castle Bromwich
on **WEDNESDAY, 11th DECEMBER 2019** at 7.30pm.

All council meetings are open to the public and the agenda (below) includes at item 4 an opportunity for members of the public to ask questions and make comments on items to be discussed at the meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting or transmitting the proceedings of a Parish Council Meeting by any means is permitted. However, out of courtesy anyone wishing to do so is asked to notify the clerk before they start recording to ensure compliance with general data protection regulations / right to privacy.

Any person who is keen to attend but would find it difficult to access the meeting through disability is asked to advise the Clerk on 0121 747 6503 before the meeting so that every effort may be made to provide access. Microphone and speaker are provided.

Members of the Finance and General Purposes Committee are
hereby summoned to attend.

Chairman and Vice Chairman are Ex Officio Members

Yvonne Smith

Yvonne Smith, 05/12/2019

Interim Acting Clerk to the Council

AGENDA

1. Apologies for Absence.

2. Declarations of pecuniary or other interests.

Members are reminded they must declare any interest that relates to items on the agenda, especially if the item relates to something included on their entry on the Interests Register.

3. Dispensations.

Members are to consider any requests from a member for a dispensation in accordance with the provisions of S.33 of the Localism Act 2011 with regard to any item on the Agenda. Dispensation requests must be submitted in writing to the Clerk before the meeting starts.

4. Public Forum

5. Minutes of previous meeting.

To read and confirm the minutes of the meeting of 11/11/2019 and 27/11/2019 (circulated).

6. Planning/Licensing Applications.

Planning Applications received since the council meeting held 27/11/2019:

PL/2019/02992/NONMC 93 Park Hall Crescent Castle Bromwich Solihull B36 9SU Amendments to planning permission 16 th October 2019 (PL/2019/02334/MINFHO) Change roof of garage and porch from flat to pitched, façade alterations and window change NAMELY: increase the size of first floor rear windows
PL/2019/02991/MINFHO 254 Bradford Road Castle Bromwich Solihull B36 9AB Two storey, pitched roof, rear/side extension
PL/2019/02564/MINFHO 54 Cranmore Road Castle Bromwich Solihull B36 8HJ First floor extension over existing garage, garage conversion and two storey rear extension

7. Finance and Payments

Income and Expenditure Reports and Payments are to be tabled for consideration.

8. Budget Planning 2020/21

Members are to consider the financial position for the next financial year relating to income and expenditure with a view to setting the precept for 2020/21. The most recent management accounts will be reviewed (attached).

9. Report from Support Officer, including updates to:

- 9.1** Review and update of the council's Financial Regulations
- 9.2** Review of this committee's Terms of Reference and annual planner
- 9.3** Appointment of Independent Internal Auditor
- 9.4** Compliance with the Local Government Transparency Code 2015
- 9.5** Progress with council website
- 9.6** Progress to date following handover to in-house management of the bars, including progress with new tills, installation of card payment machines, assessment of risks to the council and risk management

10. Members to suggest items for the next meeting of this committee

11. To resolve in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:

12. Staffing

To review the staffing situation and undertake an assessment of the risks to the council (separate confidential report)

13. Contract

To review an outstanding payment for work (separate confidential report)

14. Date, time and venue of next meeting: Wednesday 15/01/2020, 7.30pm Pavilion.

Members of Finance and General Purposes Committee:
Cllrs S Beechey (Chairman), Mrs A Haywood (vice-Chairman),
Mrs A Ahmed, D Hinsley, J MacDonald, K McCoy, Mrs R Shaikh, K Shaw
Ex-officio members - Cllrs Mrs P Allen and E Knibb

Items 1 – 4 are standard items. Members should be reminded of their responsibilities with regard to declaration of interests at every meeting.

Item 5: the minutes of the previous meeting held 11/11/2019 are enclosed; the minutes of the meeting held 27/11/2019 will follow.

Item 6: consideration of planning applications notified to the parish council – standard item. Members are expected to view each application in order to be able to comment appropriately. Training is available to members on how to comment to planning applications via WALC and there is a lot of useful background information available on the Solihull MBC website via:
<https://www.solihull.gov.uk/Resident/Planning/appealsenforcement/planmaking/ldf/OtherPlanningPolicyDocuments>

Item 7: Finance and Payments. The latest set of figures will be presented; it is likely these will be produced on the day as this is the day we expect the bookkeeper to attend for her monthly visit. A list of receipts and payments will be brought to the meeting for consideration / approval.

Item 8 Budget planning 2020/21. The latest set of relevant figures is attached to support this agenda item. Members are expected to interrogate the figures to inform plans for next year, bearing in mind the likely risks to the council.
To assess the impact on the Band D council tax payer members will need to know the council tax base figure (CTB), which is provided by SMBC later in the year. Last year's CTB figure was 3910. The impact on the council tax band D for 2019/20 is found by dividing the precept amount (£327,624) by the CTB (3910), ie £83.79.

Item 9 Officer's report:

9.1 Update to Financial Regulations, and

9.2 Committee Terms of Reference (and Annual Planner) – both these items are to be considered by a working party as agreed at the council meeting on 27/11/2019.

9.3 The Independent Internal Auditor has been appointed; he will be able to review the position remotely (he will ask for specific documentation to be provided) and aims to attend the council office/Arden Hall w/c 06/01/2020.

9.4 Transparency Code – compliance depends on training on use of new website (next item)

9.5 Council website – Real Point who have produced the council's new website, have been asked to now make it 'live'.

9.6 The F and GP committee should be aware of the council's responsibilities regarding in-house management of the bars and should be ensuring the appropriate risk assessments have been / are being carried out, including the appointment or not of external stock control measures. Also there is a wish to use card machines, which will reduce the amount of cash handling but this benefit needs to be weighed against other associated risks.

Item 10 Items for the next meeting of this committee. Members are to put forward items for inclusion on the next agenda.

11. Resolution to exclude the public to allow for discussion of confidential items, in this case relating to a review of staffing and a contractual matter.

Items 12 and 13: see separate confidential report for committee members only.

14. Date time and venue of next meeting will be 15th January 2020, 7.30pm at the Pavilion