

Castle Bromwich Parish Council

MINUTES OF THE EXTRAORDINARY MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 22nd JANUARY 2020, 7.30PM



Council members:

Mrs P Allen (Chairman), E Knibb (vice-Chairman),
Mrs A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, J MacDonald, K McCoy,
M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward
+ Currently one vacancy to be filled by co-option.

Present Cllrs: Mrs P Allen (Chairman) S Beechey
Mrs A Haywood D Hinsley
J MacDonald J Riordan
K Shaw M Strong Miss J Ward

Members of the public: No members of the public were present

Officers: Gill Lungley, Support Officer

20/01-09 **Chairman's Welcome**

Cllr Mrs P Allen welcomed all present to the meeting and referred to the emergency exit arrangements.

20/01-10 **To note apologies for absence**

Apologies for absence had been received from Cllrs Mrs A Ahmed
E Knibb (vice-Chairman), K McCoy, M Rashid, Mrs R Shaikh

20/01-11 **To receive members' declarations of disclosable interests**

None received.

20/01-12 **To receive and consider members' dispensation requests, if any**

None requested.

20/01-13 **Public Forum**

No members of the public were present.

20/01-14 **To agree the council's budget and precept for the 2020/21 financial year.**

Prior to reviewing the financial information, members were aware of the following:

- Telephony provision at Arden Hall and PC office is to be updated this year,
- IT systems, equipment and general software are to be updated this year,
- A card-payment system is to be installed at Arden Hall this year,
- That the budget for 2019/20 was £419,192 of which £327,624.00 was collected in the way of precept; this impacted on the Band D council taxpayer by a total of £83.79 for the year. Band A council taxpayers pay 6/9th of Band D amount and Band H council taxpayers pay twice the Band D amount.
- That Solihull MBC has asked to be notified of the precept amount by 24/01/2020 and the budget summary by 02/02/2020.

Members reviewed the latest financial information as at 15/01/2020. The 'Annual Budget by Centre' analysis was scrutinised to compare the current actual financial position to the budget and anticipate the council's position at the year-end, from which next year's likely income / expenditure could more confidently be identified.

A variety of comments and suggestions were made as the members worked through the financial information including:

For Arden Hall cost centre:

- a) Arden Hall hire fees should be reviewed; it was agreed to refer this to the next meeting of the LSC.
- b) What does 'hall hire sundry income' refer to?
- c) Staff training requirements include: carrying out appraisals, taking on the bar license, managing the bar tills, CCTV operation.
- d) Ref accounts code 4157 'waste', it was agreed the council should have a policy on recycling to agree the site of recycling banks for both public (if thought suitable) and office use but to at least have a paper recycling bin for the office and glass recycling for Arden Hall.
- e) Ref accounts code 4170 'repairs and maintenance', there may be some additional work required following completion of the asbestos removal works.
- f) Ref accounts code 4175 'CCTV system and security', it was noted one or two of the cameras are not well-positioned and that staff require systems training. It was also agreed to establish an earmarked reserve (EMR) to prepare for future works/replacements.
- g) Ref accounts code 4485 'professional fees'; members were unsure what the expenditure here referred to.
- h) Ref accounts code 4899 'miscellaneous'; query with regard to what the actual expenditure of £403 in 2018/19 related to but despite this agreed to retain the budget heading.
- i) Ref accounts code 4940 'capital projects'. General agreement that a considerable amount of work over and above general maintenance is required at Arden Hall including to the kitchen (removal of ovens) and installation of new heaters in the hall. It was agreed to pay for part of the asbestos removal costs from this expenditure heading and create an EMR for future works. At the same time to seek financial support via external funding and grants etc.

Theatre Workshop:

- j) Ref accounts code 1063: Cllr Strong provided information relating to the calculation of hire charge being based on per cubic metre. Members agreed to review the hire charges.

Pavilion:

- k) Ref accounts code 4422 'communication, IT'; make provision for installation of wi-fi.
- l) Ref accounts code 4940 'capital projects': provision for improvements to changing rooms and showers.
- m) A query was raised relating to new litter bins in storage in the pavilion that have yet to be installed on the playing fields; what is preventing the installation?

Open Spaces

- n) Ref accounts code 4224 'Tennis Court- maintenance'; members suggested astro-turf would be a better surface here, that the current surface is crumbling and would not withstand future jet-washing. It was recommended the courts are kept locked (to deter dog-walkers using the area for exercising dogs and leaving unwanted deposits behind) and to apply for sports-funding to improve in the future.
- o) Ref accounts code 4940 'capital projects': it was noted that funds would be needed to install the double ditch bund at Bradford Gardens. A request had also been put forward to support the resurfacing of the playground for which there is £6,000 in EMR.

Cllrs Mrs Haywood and Miss Ward apologised but needed to leave the meeting. The time being 10pm members were asked about continuing and it was agreed the meeting would continue to completion of budget review.

Democratic Services

- p) Ref accounts code 4500 and 4510: Chairman’s Allowance and Councillor Allowances. Members of the council are allowed to claim an allowance, the limit for which is set by the principal authority. The Support Officer would establish the amounts available. In essence it was agreed to establish the availability of the allowance for those wishing to claim it.

It was not possible to recalculate the budget in this meeting and therefore not possible to agree a proposal for recommendation to the next meeting of the council but as members worked through the figures, a note was made of any suggested changes to the proposed budget so that a revision could be forwarded to members in time for the meeting on 29/01/2020.

20/01-15 **To note** as the precept will be in excess of £140,000 the Parish Council is required to provide the billing authority (Solihull Metropolitan Borough Council) with a high-level breakdown of its budget by 02/02/2020; SMBC have asked for notification of the amount of precept required by 24/01/2020.

This was noted.

20/01-16 The meeting was closed at 10.30pm.

The next meeting of the council is scheduled for 29/01/2020.

Signed..... Date
Chairman, Castle Bromwich Parish Council

