

# Castle Bromwich Parish Council

MINUTES OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING  
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH  
WEDNESDAY 11<sup>th</sup> DECEMBER 2019, 7.00PM



**Committee members:** S Beechey (C'ttee Chairman), Mrs A Haywood (vice-Chairman), Mrs A Ahmed, Mrs P Allen, E Knibb, D Hinsley, J MacDonald, K McCoy, Mrs R Shaikh, K Shaw

Committee quorum is 4 members.

**Present** Cllrs: S Beechey, Committee Chairman  
Mrs A Ahmed  
D Hinsley  
K McCoy  
Mrs R Shaikh  
K Shaw

Officers: Mrs G Lungley – Support Officer

Members of the public: none

F&GP **To note apologies for absence**  
19-12/1 Apologies for absence had been received from Cllrs Mrs P Allen  
001 Mrs A Haywood (committee vice-chairman), E Knibb, J MacDonald

F&GP **To receive members' declarations of disclosable interests**  
19-12/1 None received  
002

F&GP **To note members' dispensations, and consider any dispensation requests if any**  
19-12/1 None received  
003

F&GP **Public Forum - To hear from members of the public**  
19-12/1 None present  
004

F&GP **To receive and consider the minutes of the previous meetings**  
19-12/1 The draft minutes of the committee meetings held 13<sup>th</sup> and 27<sup>th</sup> November were  
005 presented for approval; they were both approved and signed as a true record of  
business transacted.

F&GP **To consider and comment on the following planning applications notified:**  
19-12/1  
006 **(a) Application detail:**  
PL/2019/02992/NONMC 93 Park Hall Crescent Castle Bromwich B36 9SU  
**Proposal:** Amendments to planning permission 16th 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  
**CBPC Comment:** would recommend approval subject to neighbours'  
comments.

**(b) Application detail:**

PL/2019/02991/MINFHO 254 Bradford Road Castle Bromwich B36 9AB

**Proposal:** Two storey, pitched roof, rear/side extension

**CBPC Comment:** would recommend approval subject to neighbours' comments.

**(c) Application detail:**

PL/2019/02564/MINFHO 54 Cranmore Road Castle Bromwich B36 8HJ

**Proposal:** First floor extension over existing garage, garage conversion and two storey rear extension

**CBPC Comment:** would recommend approval subject to neighbours' comments.

F&GP  
19-12/1  
007

**Finance and payments: To receive and consider the income and expenditure reports for the month to 30/11/2019**

The IT glitch had been addressed and the bookkeeper was now back on track meaning the most up-to-date accounts were available for consideration. There was discussion about the method of approval of payments via the online banking system and future scrutiny of the invoices being presented for approval. In doing so it may be possible to identify potential savings in the long-term. The Chairman signed the balance sheet to 30/11/2019:

<b>Current assets</b>			<b>Represented by:</b>		
Debtors Control	9,577		Current Year Fund	115,624	
VAT Control	5,242		General Fund	148,864	
30-Day Notice a/c	91,547		EMR - OS / Pav R&R	15,000	
Disbursement a/c	1,519		EMR - Tree Maintenance	20,000	
UTBank General Funds a/c	96,642		EMR - Capital Receipts Reserve	22,280	
UT Disbursement a/c	13,486		EMR - Playgrounds	6,093	
UT Salaries a/c	8,511		EMR - IT works	10,000	
CCLA Investment	151,000				
Cash/Cheque Receipts a/c	200				
Petty Cash	505				
<b>total current assets</b>		<b>378,229</b>			
<b>Current liabilities</b>					
Creditors Control	33,699				
PAYE Control	6,724				
Bookings Deposits Received	- 55				
<b>total current liabilities</b>		<b>40,368</b>			
<b>Net current assets</b>		<b>337,861</b>			
<b>total Assets less Current Liabilities</b>		<b>337,861</b>		<b>Total Equity</b>	<b>337,861</b>

F&GP  
19-12/1  
008

**Budget planning 2020/21**

Members discussed the likely costs to be incurred in the next financial year starting 01/04/2020 and noted the likelihood of the bars providing an income set against the background of closure of the Spencer Lounge for 14 weeks from 20<sup>th</sup> January 2020. The budget proposal was an increase of 3% to give a precept requirement of £337,453. This would impact on the Band D council taxpayer by £86.31 meaning £2.52 more for the Band D council taxpayer than for 2019/20.

F&GP  
19-12/1  
009

**To receive a report from the Support Officer**

As follows:

**9.1 Update to the council's Financial Regulations – not yet completed.**

- 9.2 **Committee's Terms of Reference and annual planner** – not yet completed. It was agreed committee members would meet informally to review the invoices presented for payment and review the number of meetings of this committee to be held the week after the bookkeeper's visits, thereby allowing more time for members to review the reports produced.
- 9.3 **Appointment of internal auditor:** DKE Audit Services will carry out some preliminary work before Christmas and visit site on the week commencing 06/01/2020.
- 9.4 **Compliance with Local Government Transparency Code 2015:** to be reviewed in line with updated website.
- 9.5 **Progress with council website:** details of the contract would be provided to better monitor the work being undertaken.
- 9.6 **Progress to date following in-house management of the bars.** The Duty Manager had reported a positive start to this undertaking at the recent meeting of the LSC. There have been some teething problems relating to using the new tills and uncertainty relating to whether feedback reports are being produced after each event. There is still a requirement to obtain card payment machines.

F&GP **Members' suggestions for items for the next meeting**

- 19-12/1  
010
- The proposed purchase of an e-tablet for each council member
  - To consider applying for a council credit card

F&GP **Resolution to exclude the public to allow for discussion of confidential matters relating to staffing levels and particular member of staff.**

- 19-12/1  
011
- It was resolved to close the meeting to the public.

F&GP **Consideration of staffing levels**

- 19-12/1  
012
- An update was provided showing the reduced number of administrative support hours in the council office although the expectations placed upon the work of the office staff have not changed. The Support Officer would prepare a report on options and recommendations for moving forward.

F&GP **Outstanding payment**

- 19-12/1  
013
- It was agreed** to pay the outstanding travel expenses incurred by the ex-Facilities Officer when acting in a voluntary capacity.

F&GP **Date and time of next meetings of this committee:**

- 19-12/1  
014
- Wednesday 15/01/2020 at 7.30pm

**This meeting ended at 9.50pm**

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Signed as a true record of the business transacted  
Chairman, Finance and General Purposes Committee

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Dated