

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, 12th FEBRUARY 2020** at 7.30pm.

All council meetings are open to the public and the agenda (below) includes at item 4 the opportunity for members of the public to ask questions and comment on items therein, subject to a maximum of three minutes.

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.

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

Yvonne Smith

Yvonne Smith, 07/02/2020
Interim Acting Clerk to the Council

AGENDA

- 1. Apologies for Absence.**
- 2. Declarations of pecuniary or other interests.**
Members are reminded to declare any interest that relates to items on the agenda, particularly if the item relates their entry on the Interests Register.
- 3. Dispensations.**
The meeting will 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. Such 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 11/12/2019 (attached pp 3 - 5).
- 6. Planning/Licensing Applications.**
To comment on the following received since the council meeting held 29/01/2020:

PL/2020/00019/PNH 37 Wyckham Road Castle Bromwich Solihull B36 0HS Prior notification for a ground floor rear extension measuring 4m beyond the original rear wall, at a maximum height of 3.6m, and measuring 2.7m at the eaves
PL/2020/00010/MINFHO 8 Aspbury Croft Castle Bromwich Solihull B36 9TD Convert existing garage to bedroom and single storey side extension to form new utility, wc and storage
PL/2020/00098/TPO Dabar Rectory Lane Castle Bromwich Solihull T1 Lime Tree (TPO/01231) reduce by 1.5m and shape
PL/2020/00143/CLOPUD 62 Chester Road Solihull B36 9BU Certificate of lawful development for a proposed single storey 3m rear extension and roof extension with skylights to front (with removal of chimney)

7. Finance and Payments

- a) Income and Expenditure reports and the most recent bank reconciliation will be tabled for consideration.
- b) A list of payments made since 11/12/2019 will be presented
- c) To approve transfer of funds from Lloyds bank account to UTB account
- d) To note the SMBC Remuneration Panel recommendation regarding councillor expenses
- e) To approve Chairman's expenses claim regarding telephone calls
- f) To approve renewal payment to SLCC membership for Interim Acting Clerk
- g) To approve the acquisition of a debit card for office use

8. Interim Internal Audit

The report from DKE Audit Services will be tabled for consideration and comment in advance of presentation to the full council on 26/02/2020 with a plan of action for working through the recommendations. Some elements may lead to discussion of a confidential nature if relating to contracts and to staff in which case the Chairman may defer this item to item 12 for consideration later in the meeting.

9. Youth Parish Council request

The Youth Parish Council is keen to hold a cinema night and ask for approval to do this.

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 agree recommendations for moving forward in light of the internal audit recommendations and arrangements for appropriate staffing cover to include review of job descriptions and the council's scheme of delegation.

(Confidential report)

13. Date, time and venue of next meeting: Wednesday 11/03/2020, 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

DRAFT minutes of the Finance and General Purposes Committee meeting held 11/12/2019

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 13th and 27th 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:

Current assets			Represented by:		
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		Total Equity		337,861
Cash/Cheque Receipts a/c	200				
Petty Cash	505				
total current assets		378,229			
Current liabilities					
Creditors Control	33,699				
PAYE Control	6,724				
Bookings Deposits Received	- 55				
total current liabilities		40,368			
Net current assets					337,861
total Assets less Current Liabilities				Total Equity	337,861

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 20th 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