

# 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 11<sup>th</sup> MARCH 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 and at the Chairman's discretion 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, 06/03/2020  
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 to their entry on the Members' Register of Interests.
- 3. Dispensations.**  
The meeting will consider any requests from a council member for a dispensation to be allowed to stay in the meeting and/or speak and/or vote with regard to any item in which they have declared an interest. Such requests must be submitted in writing to the Clerk before the meeting starts.
- 4. Public Question Time**  
Anyone attending this meeting who is not a parish councillor for Castle Bromwich PC may take the opportunity to speak and/or ask questions about items on this agenda and/or ask for issues to be considered at future meetings. The amount of time allowed to each speaker is at the discretion of the meeting's Chairman.
- 5. Minutes of previous meeting.**  
To read and confirm the minutes of the meeting of 12/02/2020 (attached pp 3 - 6).
- 6. Planning/Licensing Applications.**  
To provide comment on the following applications notified by SMBC

Notification for record only (consultation period ended):

**PL/2020/00182/MINFHO 22 Marlborough Road, Castle Bromwich B36 0EH**

Roof over existing dwelling removed and redesigned including extension to existing dormer window to rear. [Click here](#)

**PL/2020/00253/MINFHO 6 Bradewell Road Castle Bromwich Solihull B36 9TT**

Two storey front extension, ground floor front extension and first floor side extension (Resubmission of PL/2019/02415/MINFHO) [click here](#)

**PL/2020/00277/MINFHO 2 Kingsleigh Drive Castle Bromwich Solihull B36 9DQ**

Single storey rear flat roof extension to enlarge kitchen/family room. [Click here](#)

**PL/2020/00453/PNH 72 Springfield Road Castle Bromwich Solihull B36 0DX**

Prior notification for single storey rear extension to a depth of 5.39 metres from original rear wall, 3 metres high from ground level and 3 metres high to height of eaves. [Click here](#)

**7. Finance**

- a) To note the most recent payments list

**8. Youth Parish Council request**

Following the recent meeting of the Youth Council, the following is requested:

- Litter pick through SMBC
- Permission to use Arden Hall as food bank 'drop-off' point
- Apply to Dame Mary Bridgeman Trust for hanging baskets at front of Arden Hall which the Youth Council will plant-up and maintain
- To spend any profit from cinema night on purchase of large poppies for lamp posts in advance of Remembrance Day 2020.

**9. Items to note:**

- Office workload (report to follow)

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

**11. Date, time and venue of next meeting: Wednesday 08/04/2020, 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

# Castle Bromwich Parish Council

MINUTES OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING  
HELD IN COMMITTEE ROOM, ARDEN HALL, CASTLE BROMWICH  
WEDNESDAY 12<sup>th</sup> FEBRUARY 2020, 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 Haywood, Committee vice-Chairman  
Mrs P Allen  
D Hinsley  
J MacDonald  
K McCoy  
Mrs R Shaikh  
K Shaw

Officers: Mrs Y Smith – Interim Acting Clerk and Mrs G Lungley – Support Officer  
Members of the public: two.

- F&GP 20-02/01 **To note apologies for absence**  
Apologies for absence had been received from Cllrs Mrs A Ahmed Shaikh and Cllr E Knibb.
- F&GP 20-02/02 **To receive members' declarations of disclosable interests**  
Cllr Mrs P Allen declared an interest in agenda item 7(e) (approval of Chairman's expenses claims)
- F&GP 20-02/03 **To consider any dispensation requests if any**  
None received
- F&GP 20-02/04 **Public Forum - To hear from members of the public**  
A member of the public spoke on the following:  
1. The parish council has retained £190.65 of funds belonging to Arden Hall Supporters, the return of which is now requested.  
The members of the public left the meeting.
- F&GP 20-02/05 **To receive and consider the minutes of the previous meetings**  
The draft minutes of the committee meeting held 11<sup>th</sup> December 2019 were presented for approval.  
**Agreed:** The minutes were approved by the majority of those attending and will be signed as a true record of business transacted.
- F&GP 20-02/06 **To consider and comment on the following planning applications notified:**  
**(a) Application detail:**  
PL/2020/00019/PNH 37 Wyckham Road Castle Bromwich Solihull B36 0HS  
**Proposal:** 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  
**CBPC Comment:** This application is not in accordance with SMBC policy regarding house extension to semi-detached houses; it is out of keeping with neighbouring properties.

**(b) Application detail:**

PL/2020/00010/MINFHO 8 Aspbury Croft Castle Bromwich Solihull B36 9TD  
**Proposal:** Convert existing garage to bedroom and single storey side extension to form new utility, wc and storage

**CBPC Comment:** this would not be out of character and would be acceptable as long as all work is in keeping with neighbouring properties.

**(c) Application detail:**

PL/2020/00098/TPO Dabar Rectory Lane Castle Bromwich Solihull

**Proposal:** T1 Lime Tree (TPO/01231) reduce by 1.5m and shape

**CBPC Comment:** To be in compliance with the tree officer's recommendations.

**(d) Application detail:**

PL/2020/00143/CLOPUD 62 Chester Road Solihull B36 9BU

**Proposal:** Certificate of lawful development for a proposed single storey 3m rear extension and roof extension with skylights to front (with removal of chimney)

**CBPC Comment:** Not possible to comment due to confusion about address notified – it is believed to relate to no. 56 Chester Road, not no. 62.

F&GP  
20-02/07

**Finance and payments:**

**a) Income and expenditure reports to date with bank reconciliation to 31/01/2020.**

It was noted that the bookkeeping using the council's current software system had not been undertaken during the month. The bank reconciliation was therefore an estimate and presented in a different format to usual. The bookkeeper would be attending 26/02/2020 and is booked to carry out the year-end accounting in April. It is likely she will be needed at the end of March as well. Thereafter it is recommended to replace the current system.

CASTLE BROMWICH PARISH COUNCIL				
BANK RECONCILIATION at 31/12/2019 & provisional at 31/01/2020				
Balances in hand 01/04/2019			Bank statements as at 31/12/2019	Provisional balances at 31/01/20
Lloyds Bank instant	60,288		Lloyds Bank instant	115,962
Lloyds Disbursement	2,325		Lloyds Disbursement	1,190
Lloyds imprest	15,643		Lloyds imprest	-
Arden Hall petty cash	200		Arden Hall petty cash	200
UTB General Funds	24,076		UTB General Funds	25,213
UTB Disbursement	11,987		UTB Disbursement	12,326
UTB Salaries	972		UTB Salaries	2,785
CCLA Investment	151,001		CCLA Investment	151,000
Opening cash book balance 01/04/2019		266,492	balances in hand as at 31/12/2019	316,904
Add income since 1/04/2019	393,492		add income not yet banked	11,687
Less expenditure since 01/04/2019	331,393		less payments not yet presented to bank (IRO)	20,060
Funds available as at 31/12/2019		328,591	Funds available as at 31/12/2019	328,591
				288,616
Earmarked Reserves (EMR)				
Account	opening balance	net transfers	closing balance	
Arden Hall R&R	-		-	
OS / PAV R&R	15,000		15,000	
Council Offices R&R	-		-	
Tree Maintenance	20,000		20,000	
Tree Planting	-		-	
Capital Receipts Reserve	22,280		22,280	
Tennis Court Maintenance	-		-	
Playgrounds	29,372	23,279	6,093	
Youth Council VG	-	250	250	
IT Works	10,000		10,000	
<b>Total EMR</b>	<b>96,652</b>	<b>23,029</b>	<b>73,623</b>	

F&GP  
20-02/07b

**b) List of purchase invoices received since 11/12/2019**

The list of purchase invoices received since 11/12/2019 was tabled; copy attached at page 4. The payments were within budget and approved.

F&GP  
20-02/07c

**c) To approve transfer of funds from Lloyds bank account to UTB account**  
It was **AGREED** to transfer £50,000 to pay for expected costs for the next few months.

- F&GP 20-02/07d **d) To note SMBC Remuneration Panel recommendation regarding councillor expenses**  
 The Support Officer apologised for confusing the word 'expenses' with 'allowances'. The topic relates to allowances.  
 The recommendation was noted and that –
- it is optional for each member.
  - the allowance is taxed.
  - the Chairman's allowance is budgeted for.
- F&GP 20-02/07e **e) To approve the Chairman's expenses claim regarding telephone calls.**  
 Cllr Mrs P Allen declared an interest and stayed in the meeting to explain the request.  
 It was **AGREED** to pay the costs incurred on extra telephone calls relating to a staffing matter upon receipt of the itemised bill from Cllr Mrs P Allen.
- F&GP 20-02/07f **f) To approve renewal payment to SLCC membership for Interim Acting Clerk**  
 It was **AGREED** to pay the renewal of SLCC membership for the Interim Acting Clerk, but not the membership of ALCC.
- F&GP 20-02/07g **g) To approve the acquisition of a debit card for office use.**  
 It was **AGREED** in principle to obtain a pre-paid card for use either through Lloyds or Unity Trust for both parish council office use and hall manager use.
- F&GP 20-02/08 **To receive the Interim Internal Audit**  
 DKE Audit Services had completed the interim independent internal audit and had provided a report for the attention of the council. It will be put to the next meeting of the full council and was circulated here to ensure committee members were aware of the contents in advance of that meeting.  
 The Support Officer will extract each recommendation and place in a chart for members to identify and agree appropriate action.  
 Initial review of the report highlighted basic expectations upon the council as employer and the need to address these.
- F&GP 20-02/09 **Youth Council request**  
 The Youth Council were keen to hold a cinema night in Arden Hall and asked for council approval to do this. No date had yet been set but the event, 6 – 9pm in the Spencer Hall, would need support from the school. The attendees would be polled to identify the most popular film and would pay £2.50 to attend.  
 It would also be necessary to adopt a Safeguarding Policy; Cllr S Beechey agreed to be the responsible member named in the policy.  
 It was **AGREED** to allow the Youth Council to hold a cinema night in Arden Hall.
- F&GP 20-02/10 **Members' suggestions for items for the next meeting**
- To consider the request for the return of £190.65 to the Friends of Arden Hall
- F&GP 20-02/11 **Resolution to exclude the public to allow for discussion of confidential matters relating to staffing.**  
 It was resolved to close the meeting to the public.
- F&GP 20-02/12 **Staffing issues**  
 Members agreed to review all staffing matters when the situation stabilises, including a revised scheme of delegation to staff members and to committees.
- F&GP 20-02/13 **Date and time of next meetings of this committee:**
- Wednesday 26/02/2020 at 7.15pm
  - Wednesday 11/03/2020 at 7.30pm

**This meeting ended at 10pm**

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

.....  
 Dated

Payee	Reason for payment	Gross amount	
SMBC Rates	Business rates	£1,215.00	
Espo	Energy at Arden Hall, gas	£121.00	
Espo	Energy at Arden Hall, gas	£23.93	
Horizon	Bar Supplies	£629.38	
Horizon	Bar Supplies	£360.95	
Real Point	Website maintenance	£122.10	
Fairways	Grounds maintenance	£1,940.50	
Cllr Allen	Xmas lights	£30.00	
Real Point	IT support	£271.20	
Robert Charles	Bar Management	£356.22	
PPL	Music licence (annual)	£4,717.87	
Sapphire	CCTV maintenance	£46.80	
Konica Minolta	Printer and photocopier	£92.23	
Cllr Allen	Postage	£11.88	
BT	Internal telephone	£88.24	
Lloyds Bank	Bank charges	£20.00	
Kings	Fire alarm test, pavilion	£168.96	
Kings	Fire alarm test, Arden Hall	£181.08	
Kings	Fire alarm test, PC office	£67.20	
Robert Charles	Bar Management	£156.25	
Ace PA Hire	Remembrance Sunday event	£420.00	
Real Point	Website development	£420.00	
Espo	Energy at Arden Hall, gas	£629.53	
Espo	Energy at Arden Hall, gas	£47.25	
RBS	Bookkeeping services	£512.64	
Midland Forestry	Tree surgery at the Green	£696.00	
Total	Energy at Arden Hall, electric	£802.89	
Total	Energy at pavilion, electric	£791.16	
Total	Energy at Arden Hall, electric	£38.93	
Total	Energy at Arden Hall, electric	£319.57	
Cllr Allen	bar provisions	£267.68	
Cllr Allen	Postage	£6.60	
Cllr Allen	Compost for Xmas tree	£22.00	
Cllr Allen	Christmas tree	£24.99	
ADT	Alarm call-out	£102.00	
SMBC LDC	Arden Hall supplies, cleaning	£182.81	
SMBC LDC	Arden Hall supplies, cleaning	£162.12	
Robert Charles	Bar Management	£434.38	
Midshire	Printer and photocopier	£64.81	
Midland Forestry	Tree survey	£2,100.00	
Horizon	Bar Supplies	£344.72	
Phillips Heating	Arden Hall, hot water (air lock) repair	£91.56	
Robert Charles	Bar Management	£362.50	
RBS	Making Tax Digital support fee	£70.80	
Yvonne Smith	Costco membership	£26.40	
Lyreco	Stationery, PC office	£110.30	
Horizon	Bar Supplies	£198.92	
Nisbets	Bar Supplies	£188.34	
Suez	Waste removal	£754.92	
	Sub-total payments, not including wages		£ 20,814.61
Staff	Salaries - net pay	£16,747.89	
Staff	Salaries - employer's NIC	£1,057.71	
Staff	Salaries - employer's pension	£3,071.58	
			£ 41,691.79

Minute no.  
20/02/07b – list  
of payments for  
January 2020

PURCHASE DAYBOOK

Purchase Ledger for Month No 11

Order by Ref No

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description	
							Invoice Total	A/C	Centre		Amount
26/02/2020	240220	4481	STAFF CREDITOR	1300	19.50	0.00	19.50	4415	201	19.50	Postage - Agendas
01/02/2020	228347	4482	SLCC	230	180.00	0.00	180.00	4460	201	180.00	Membership Fees
01/10/2019	07-20-10056CBPC	4483	FAIRWAYS	1344	1,617.08	323.42	1,940.50	4220	120	1,617.08	Grounds Maintenance
01/11/2019	08-20-11056CBPC	4484	FAIRWAYS	1344	1,617.08	323.42	1,940.50	4220	120	1,617.08	grounds maintenance
01/12/2019	09-20-10256CBPC	4485	FAIRWAYS	1344	1,617.08	323.42	1,940.50	4220	120	1,617.08	grounds maintenance
13/02/2020	G1122835	4486	ESPO/TOTAL	1401	44.95	2.25	47.20	4120	101	44.95	Gas Arden Hall
13/02/2020	G1122834	4487	ESPO/TOTAL	1401	552.29	110.46	662.75	4120	101	552.29	Gas Supply Arden HALL
18/02/2020	U001416054	4488	PENINSULA	1386	326.33	65.26	391.59	4587	201	326.33	Monthly HR Support
17/02/2020	334338	4489	SOLMBC	122	21.50	4.30	25.80	4155	110	21.50	Cleaning supplies Pavilion
18/01/2020	U001347050	4490	PENINSULA	1386	326.33	65.26	391.59	4587	201	326.33	Monthly HR Jan 2020
22/01/2020	S5721	4491	PHILL	1389	76.30	15.26	91.56	4120	101	76.30	Hot Water System
31/01/2020	20149	4492	TACTILE	1413	39.95	7.99	47.94	4417	101	39.95	Telephone calls Jan 2020
31/01/2020	31787251	4493	SUEZ	18	629.08	125.82	754.90	4200	120	79.80	Waste Invoice Bradford Gdns
								4205	120	79.80	Waste Invoice Village Green
								4210	120	79.80	Waste Invoice Whatley Gdns
								4157	101	309.88	Waste Invoice Whatley Gdns
								4215	120	79.80	Waste Invoice Hobb Fm
31/01/2020	20101	4494	WALC	633	30.00	0.00	30.00	4030	201	30.00	Training WALC
31/01/2020	569247	4495	HORIZON	102	222.60	44.52	267.12	4700	103	222.60	Bar Supplies
01/02/2020	43515564-02	4496	ADT	ADT001	180.00	36.00	216.00	4170	110	180.00	Intruder Alarm Maintenance
01/02/2020	11-20-10456CBPC	4497	FAIRWAYS	1344	1,617.08	323.42	1,940.50	4220	120	1,617.08	Grounds Maintenance
01/02/2020	00222	4498	R CHARLES	1421	281.25	0.00	281.25	4585	101	281.25	Duty Manager
04/02/2020	332496	4499	SOLMBC	122	5.23	1.05	6.28	4155	101	5.23	Cleaning Supplies AH
05/02/2020	301449340	4500	LLOYDSBANK	29	20.00	0.00	20.00	4550	201	20.00	Bank Charges
31/01/2020	38793	4501	PENINSULA	1386	200.00	40.00	240.00	4587	201	200.00	Cancellation of Face to Face
10/02/2020	00223	4502	R CHARLES	1421	93.75	0.00	93.75	4585	101	93.75	Duty Manage
10/02/2020	100220	4503	STAFF CREDITOR	1300	24.75	0.00	24.75	4170	101	24.75	Key Cutting
08/02/2020	207326751/20	4504	TOTALGAS	TOTAL	838.77	167.76	1,006.53	4120	101	838.77	Elec AH Jan 2020

PURCHASE DAYBOOK

Purchase Ledger for Month No 11

Order by Ref No

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
08/02/2020	207326762/20	4505	TOTALGAS	TOTAL	604.47	120.90	725.37	4120	110	604.47	Elec Pav JAN 2020
08/02/2020	207326773/20	4506	TOTALGAS	TOTAL	31.21	6.24	37.45	4120	101	31.21	Elec AH JAN 2020
08/02/2020	207326764/20	4507	TOTALGAS	TOTAL	220.39	44.08	264.47	4120	101	220.39	Elec AH
11/02/2020	332687	4508	SOLMBC	122	103.74	20.75	124.49	4155	101	103.74	Cleaning supplies AH
11/02/2020	332689	4509	SOLMBC	122	6.40	1.28	7.68	4155	110	6.40	Cleaning supplies pavilion
17/02/2020	00224	4510	R CHARLES	1421	150.00	0.00	150.00	4585	101	150.00	Duty Manager
24/02/2020	00225	4511	R CHARLES	1421	250.00	0.00	250.00	4585	101	250.00	Duty Manager

TOTAL INVOICES 11,947.11 2,172.86 14,119.97

VAT ANALYSISCODE F @ 5.00% 44.95 2.25 47.20  
 VAT ANALYSISCODE S @ 20.00% 10,852.91 2,170.61 13,023.52  
 VAT ANALYSISCODE Z @ 0.00% 1,049.25 0.00 1,049.25

TOTALS 11,947.11 2,172.86 14,119.97

11,947.11