

Castle Bromwich Parish Council

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

MEETING HELD ONLINE via 'ZOOM'

WEDNESDAY 20th MAY 2020, 6.30pm

Arden Hall, Water Orton Road, Castle Bromwich B36 9PB



Committee members: Cllrs S Beechey (C'ttee 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 (Council Chairman), E Knibb (Council vice-Chairman)

Committee quorum is 4 members.

Present Cllrs: S Beechey, Committee Chairman
Mrs P Allen, *ex officio*
Mrs A Haywood, Committee vice-Chairman
D Hinsley
E Knibb, *ex officio*
J MacDonald
Mrs R Shaikh

Officers: Mrs G Lungley – Support Officer (Host of Meeting)
Mrs Y Smith – Acting Clerk

Members of the public: SMBC ward member Coun Ted Richards
Cllr J Riordan

It was noted prior to the start of the meeting that the meeting was being recorded.

- F&GP 20-05/01 **Chairman's Welcome**
Being the first meeting held online, the Chairman welcomed all those attending and set out the procedure for the meeting.
Agenda item 5 was brought forward for members to approve the draft procedure for holding online meetings, attached at appendix 1.
- F&GP 20-05/02 **To note apologies for absence**
Apologies had been received from Cllrs Mrs A Shaikh Ahmed and K McCoy
Cllr K Shaw was not present
- F&GP 20-05/03 **To receive members' declarations of disclosable interests**
None received.
- F&GP 20-05/04 **To consider any dispensation requests if any**
None received
- F&GP 20-05/05 **To agree procedure for holding online meetings**
As agreed at minute 20-05/01 above.
- F&GP 20-05/06 **Public Question Time - To hear from members of the public**
No questions had been received in advance of the meeting and no member of the public present wished to comment.
- F&GP 20-05/07 **To receive and consider the minutes of the previous meeting**
The minutes of the committee meeting held 11th March 2020 had been circulated and were approved as an accurate record of that meeting: 4 members in favour, 3 abstentions.
The Chairman signed his copy which would be forwarded to the Council office in due course.

F&GP
20-05/08

To consider and comment on the following planning applications notified:

Application ref: Address: Proposal: PC Comment	PL/2020/00572/MINFHO 193 Water Orton Road Castle Bromwich Solihull B36 9HD Two storey front extension and single storey side and rear extension. Approve subject to neighbours' comments
Application ref: Address: Proposal: PC Comment	PL/2020/00786/MINFHO 71 Hawthorne Road Castle Bromwich Solihull B36 0HJ Retrospective application for the erection of a summer house. <i>Coun Ted Richards provided an explanation as to why permission was needed and it is because the structure has a pitched roof.</i> Approve subject to neighbours' comments
Application ref: Address: Proposal: PC Comment	PL/2020/00868/MINFHO 25 West Avenue Castle Bromwich Solihull B36 0EB Two storey & single storey rear and side extensions and loft conversion with rear dormer. <i>Coun Ted Richards provided background information about changes to the rules on the extent of extensions which has been increased from 4m maximum to 6m maximum. Additionally it would appear that the rules relating to minimum distance between the proposal and the property boundary have also changed.</i> Approve subject to neighbours' comments

Members agreed to ask a SMBC Planning Officer to attend a future meeting to provide an update on planning rules and policy.

F&GP
20-05/09

Finance and payments:

a) To note payments made during March, April and part-May 2020.

The payments already made during March, April and part-May were noted at the end of this item after the Support Officer had provided an explanation of expenditure over the last 2 months and steps taken to reduce the council's outgoings.

The list of payments to be made during May 2020 had been circulated to members in advance, payments were itemised separately and were approved.

Lists attached pp 4 & 5.

The members of the public and Cllr Mrs R Shaikh left the meeting.

With reference to payment of the Chairman's Allowance for 2019/20, it was noted that only £250 had been included in the 2019/20 budget whereas it was usual for the Chairman to receive in the region of £1,280 to defray the costs of that position and it was thought this was to be paid via The Local Authorities (Members' Allowances) Regulations 2003. It was not known for sure if the parish council had adopted these Regulations and the Clerk would look into this. The 2020/21 budget provides for an allowance of £1,300. In the meantime, all members agreed to pay to the Chairman an allowance as provided for via SMBC's Remuneration Panel, of £1,538 less income tax. This was the amount notified to members via email issued 19/05/2020.

It was also agreed to pay to the Chairman sums owing totalling £750 for payments she had made to support the council in the absence of the Clerk in July 2019. Members agreed to pursue the acquisition of a pre-pay card to avoid any future need for members to pay from their own funds.

b) To note arrangements for this year's annual audit (internal and external)

For this year, The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 allow for delayed publication of the Annual Return and instead of 30th September the revised deadline is 30th November with the dates for public inspection being any 30 working-day period starting on or before 1st September 2020.

The External Auditor, PKF Littlejohn is requesting receipt of the Annual Return by 31st July but will consider requests for deferral up to 13th November.

The approval of both parts of the Annual Return must be given by the council at a council meeting and members noted the preference to do this before 31st July.
The Internal Audit will be carried out 'remotely' since the internal auditor undertook an interim audit during January which members noted was helpful in the circumstances.

c) To note the financial year-end position that will inform the Annual Accounting Statements.

A copy of the detailed Income and Expenditure by budget heading report, the year-end bank reconciliation and the balance sheet to 31st March 2020 had been circulated to members in advance of the meeting. Attached at appendix 2.

An explanation of the council's liabilities was provided; the principal item related to work carried out at Arden Hall (removal of asbestos, Spencer Lounge) during Jan – March 2020 that had not yet been paid for.

d) To agree arrangements for review of

i. Interim internal audit report

Cllrs Mrs P Allen, S Beechey, E Knibb and D Hinsley would meet informally online on Thursday 28th May at 2pm to discuss the recommendations and the council's response.

ii. Standing Orders and Financial Regulations

These would be reviewed at the same meeting as (i) above.

e) To prepare this Council's response to the Annual Governance Statement

Members looked at each of the 8 relevant assertions to section 1 of the Annual Governance and Accountability Return (AGAR) in advance of the Council review at its next meeting. It was known after the external auditor's comment to the 2018/19 audit that assertion 4 could not be answered in the affirmative, and this was to be borne in mind when completing the form.

F&GP
20-05/10

Matters for consideration

Staffing issues The Council was requested to set up a Staffing Committee to respond to the various staffing issues. This would be considered at the next meeting of the Council along with the committee's Terms of Reference. If agreed then Cllrs Mrs P Allen, S Beechey and J MacDonald volunteered to be members. A minimum of 5 members were required and other councillors would be asked to consider putting themselves forward.

F&GP
20-05/11

Members to suggest items for the next meeting of this committee:

- Clarity on members' allowances.

F&GP
20-05/12

Date and time of next meeting of this committee

It was agreed to meet on Wednesday 10th June 2020 at 6.30pm, online via Zoom.

This meeting ended at 8.20pm

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

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Dated

V no.	Company	Reason for payment	RECEIPTS	PAYMENTS			Date Paid
				Gross	VAT	Net	
1	Mainstream Digital	Telephony		£ 153.51	£ 25.59	£ 127.93	15.04.2020
2	ADT Fire and Security	Alarm security services		£ 216.00	£ 36.00	£ 180.00	15.04.2020
3	Gill Lungley	Admin support		£ 2,000.00	£ -	£ 2,000.00	15.04.2020
4	Suez	Waste removal		£ 706.96	£ 117.83	£ 589.13	15.04.2020
5	SMBC LDC	Staff PPE		£ 39.00	£ 6.50	£ 32.50	15.04.2020
6	Konica Minolta	Photocopier		£ 92.23	£ 15.37	£ 76.86	15.04.2020
7	Horizon	Bar stock		£ 74.58	£ 12.43	£ 62.15	15.04.2020
8	Real Point	IT support		£ 271.20	£ 45.20	£ 226.00	15.04.2020
9	SMBC LDC	Pavilion heater		£ 23.40	£ 3.90	£ 19.50	15.04.2020
10	Waterplus	Water supply		£ 406.86	£ -	£ 406.86	15.04.2020
11	SMBC LDC	Pavilion cleaning materials		£ 42.12	£ 7.02	£ 35.10	15.04.2020
12	Staff purchases, RG	Bar stock (wedding)		£ 35.07	£ -	£ 35.07	15.04.2020
13	DVS	CCTV & broadband		£ 54.14	£ 9.02	£ 45.12	15.04.2020
14	Tactile	Broadband services		£ 47.94	£ 7.99	£ 39.95	15.04.2020
15	Interdirect Ltd	Domain name, part		£ 20.00	£ 3.33	£ 16.67	15.04.2020
16	Edge IT Systems Ltd	Finance training		£ 780.00	£ 130.00	£ 650.00	15.04.2020
16	Edge IT Systems Ltd	Finance licence, annual		£ 1,063.44	£ 177.24	£ 886.20	15.04.2020
17	Rialtas Business Systems	Bookkeeping		£ 512.64	£ 85.44	£ 427.20	15.04.2020
18	Espo	Gas, PC Office		£ 44.38	£ 7.40	£ 36.98	15.04.2020
19	Espo	Gas, Arden Hall		£ 660.24	£ 110.04	£ 550.20	15.04.2020
20	Total (Electricity)	Electricity, PC office		£ 231.83	£ 38.64	£ 193.19	15.04.2020
21	Total (Electricity)	Electricity, A Hall		£ 32.65	£ 5.44	£ 27.21	15.04.2020
22	Total (Electricity)	Electricity, Pavilion		£ 673.66	£ 112.28	£ 561.38	15.04.2020
23	Total (Electricity)	Electricity, A Hall		£ 784.39	£ 130.73	£ 653.66	15.04.2020
24	DM Payroll Services Ltd	Payroll service, quarter		£ 392.50	£ -	£ 392.50	15.04.2020
25	Supporters of Arden Hall	Fund raising, historical		£ 190.65	£ -	£ 190.65	15.04.2020
26	Staff purchases, YS	Keys (PC office)		£ 24.75	£ -	£ 24.75	15.04.2020
27	SMBC LDC	Staff PPE		£ 14.40	£ 2.40	£ 12.00	24.04.2020
28 - 38	Staff	salaries (wk 52 2019)		£ 5,091.67	£ -	£ 5,091.67	03.04.2020
39 - 45	Staff	salaries (wk 53 2019)		£ 1,554.27	£ -	£ 1,554.27	09.04.2020
46	West Midlands Pension Fund	Pensions, March 2020		£ 3,393.80	£ -	£ 3,393.80	15.04.2020
47	West Midlands Pension Fund	Pensions, March 2020		£ 7,081.55	£ -	£ 7,081.55	15.04.2020
48	HMRC	PAYE & NI, March 2020		£ 9,496.67	£ -	£ 9,496.67	15.04.2020
50-57	Staff	salaries (wk 1 2020)		£ 1,656.06	£ -	£ 1,656.06	17.04.2020
58	Retail Merchant Services	Card-pay machine 1		£ 15.54	£ 2.59	£ 12.95	17.05.2020
59	BT	Internal phones		£ 93.90	£ 15.65	£ 78.25	20.04.2020
60	Lloyds Bank	Bank charges		£ 20.00	£ -	£ 20.00	24.04.2020
61	Retail Merchant Services	Card-pay machine 2		£ 15.54	£ 2.59	£ 12.95	20.04.2020
62	Elavon Merchant Services	Card-pay machine 1		£ 6.14	£ 1.02	£ 5.12	20.04.2020
63	Elavon Merchant Services	Card-pay machine 2		£ 6.14	£ 1.02	£ 5.12	20.04.2020
64	Hall hire, Mrs R	Hall hire, return of deposit		£ 25.00	£ -	£ 25.00	29.04.2020
65	Staff Purchases, GL	IT support		£ 556.36	£ 92.73	£ 463.63	29.04.2020
66	Rialtas Business Systems	Bookkeeping (Dec1)		£ 512.64	£ 85.44	£ 427.20	29.04.2020
67	Rialtas Business Systems	Bookkeeping (Dec2)		£ 512.64	£ 85.44	£ 427.20	29.04.2020
68	Rialtas Business Systems	Bookkeeping (Mar)		£ 512.64	£ 85.44	£ 427.20	29.04.2020
69 - 78	Staff	salaries (wk 2, mth 1)		£ 3,742.75	£ -	£ 3,742.75	24.04.2020
79	WALC	Training seminar (Feb)		£ 90.00	£ -	£ 90.00	06.05.2020
80	ADT Fire & Security	Alarm security annual fee		£ 825.60	£ 137.60	£ 688.00	06.05.2020
81	DKE Audit Services	Interim internal audit		£ 774.00	£ -	£ 774.00	06.05.2020
82	DVS	CCTV managed service		£ 30.00	£ 5.00	£ 25.00	06.05.2020
83	Fairways	Grounds maintenance		£ 1,940.50	£ 323.42	£ 1,617.08	06.05.2020
84	Microshade	IT support		£ 266.34	£ 44.39	£ 221.95	06.05.2020
85	Staff purchases, YS	Postage		£ 18.24	£ -	£ 18.24	06.05.2020
86	Parish Council Websites	W/site support domain host		£ 216.00	£ 36.00	£ 180.00	06.05.2020
87	Midshire	Printer/scanner, A Hall		£ 102.29	£ 17.05	£ 85.24	06.05.2020
88	Espo (Gas)	Gas supply A Hall		£ 358.49	£ 59.75	£ 298.74	06.05.2020
89	Espo (Gas)	Gas supply PC Office		£ 45.70	£ 2.18	£ 43.52	06.05.2020
90	Staff purchases, YS	Postage		£ 50.74	£ 8.46	£ 42.28	06.05.2020
91	WALC	Annual Subscription (inc NALC)		£ 1,385.00	£ 118.00	£ 1,267.00	06.05.2020
92	Rialtas BS	Bookkeeping (Apr)		£ 450.00	£ 75.00	£ 375.00	06.05.2020
93	Total (Electricity)	Energy, PC Office		£ 209.39	£ 34.90	£ 174.49	06.05.2020
94	Total (Electricity)	Energy, A Hall (2)		£ 33.79	£ 1.61	£ 32.18	06.05.2020
95	Total (Electricity)	Energy, Pavilion		£ 547.12	£ 91.19	£ 455.93	06.05.2020
96	Total (Electricity)	Energy, A Hall (1)		£ 513.07	£ 85.51	£ 427.56	06.05.2020
97	Zurich	Insurance, annual premium		£ 6,477.34	£ -	£ 6,477.34	06.05.2020
98 - 105	Staff	salaries (wk 3)		£ 1,786.96	£ -	£ 1,786.96	01.05.2020
	CCLA -	Public Sector deposit fund	£ 76.04				02.04.2020
	Misc, WW	Hire of Arden Hall	£ 365.60				03.04.2020
	SMBC -	First half precept	£ 168,726.00				06.04.2020
	Lloyds Bank -	Interest	£ 3.20				09.04.2020
	Misc	Hall hire	£ 187.50				21.04.2020
	Misc	Hall hire	£ 1,402.80				21.04.2020
	Misc	Hall hire	£ 957.95				21.04.2020
	Misc, WW	Hall hire	£ 292.48				24.04.2020
	Misc, DT	Hall hire	£ 180.00				27.04.2020
	Misc, SW	Hall hire	£ 10.00				28.04.2020
	CBPC Finance & General Purposes Committee minutes, 20 th May 2020		£ 25.00				4
	Hall Hire Refund - Contra 4, refund of 50% of deposit paid		£ 25.00				
	TOTALS		£ 172,201.57	£ 60,002.42	£ 2,501.75	£ 57,500.67	

RECORD OF RECEIPTS AND PAYMENTS FOR PART-MONTH MAY 2020 (to 20/05/2020)							
Payee	Reason	Inv No.	Date of Inv.	Receipts	PAYMENTS		
					Gross	VAT	Net
Staff purchases, RG	Bar purchases	1042020	06.03.2020		£ 151.16	£ -	£ 151.16
Hall hire refund (Mr S)	Hall closure	RG Hire refund			£ 135.00	£ -	£ 135.00
Hall hire refund (Mrs JP)	Hall closure	RG Hire refund			£ 135.00	£ -	£ 135.00
Hall hire refund (Mrs SS)	Hall closure	RG Hire refund			£ 75.00	£ -	£ 75.00
Microshade	IT support pcm	13061	01.05.2020		£ 266.34	£ 44.39	£ 221.95
Fairways	Grounds maintenance pcm	02-21-10756CBPC	01.05.2020		£ 1,940.50	£ 323.42	£ 1,617.08
Gill Lungley	Admin support	20/21-002	30.04.2020		£ 2,000.00	£ -	£ 2,000.00
DVS	Broadband	10050774	30.04.2020		£ 16.80	£ 2.80	£ 14.00
WALC Training (1)	"working from home"	WALC-0448	30.04.2020		£ 18.00	£ 3.00	£ 15.00
Mainstream	telephone calls	966842	30.04.2020		£ 9.52	£ 1.59	£ 7.93
Mainstream	telephone calls	966843	30.04.2020		£ 1.19	£ 0.20	£ 0.99
Mainstream	telephone calls	966844	30.04.2020		£ 1.19	£ 0.20	£ 0.99
Mainstream	telephone calls	966845	30.04.2020		£ 2.68	£ 0.45	£ 2.23
SMBC Asbestos Works	Query/cost	119324	04.05.2020		£ 780.40	£ 130.07	£ 650.33
SMBC Asbestos Works	Query/cost	119325	04.05.2020		£ 3,138.16	£ 523.03	£ 2,615.13
SMBC Rates	Rates payment, over 9 mths	50240751	05.05.2020		£ 1,374.25	£ -	£ 1,374.25
Rialtas	End-of-year close down	28002	15.05.2020		£ 672.00	£ 112.00	£ 560.00
Rialtas	Annual licence	SM21301	11.03.2020		£ 793.00	£ 132.17	£ 660.83
Tactile Technology	Broadband	20322	30.04.2020		£ 47.94	£ 7.99	£ 39.95
DVS ms	CCTV managed service	DVS-MS-21128	01.05.2020		£ 30.00	£ 5.00	£ 25.00
RMS	card pay machine (1)	6290369	04.05.2020		£ 15.54	£ 2.59	£ 12.95
RMS	card pay machine (2)	6295278	11.05.2020		£ 15.54	£ 2.59	£ 12.95
WALC Training (2)	"working from home"	0453	14.05.2020		£ 18.00	£ 3.00	£ 15.00
Suez	Waste collection	31875899	30.04.2020		£ 297.89	£ 49.65	£ 248.24
Lloyds Bank	Bank charges	309264163	05.05.2020		£ 20.00	£ -	£ 20.00
						£ -	£ -
Salaries week 4		wk4	01.05.2020		£ 1,518.87	PAID 01/05/2020	
Salaries week 5		wk5	08.05.2020		£ 1,513.00	PAID 08/05/2020	
Salaries week 6		wk6	15.05.2020		£ 1,686.18	PAID 15/05/2020	
Salaries week 7		wk7	22.05.2020		£ 1,628.92	PAID 22/05/2020	
HMRC JRS Grant	furlough scheme funds			£ 2,094.56			
Solihull MBC	local council support funds			£ 24,241.00			

Castle Bromwich Parish Council Procedure for online meetings (draft)

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow the parish council to hold meetings remotely for a temporary period to 07/05/2021.

The Council's Standing Orders will continue to apply.

Meeting Notice and Agenda

A notice of the meeting and the agenda will be posted to the website. Where possible a notice will be posted to the council's notice boards.

Members of the council and its committees will receive a summons to attend, both by email at least three clear working days in advance of the meeting, and by post.

Members of the public and press wishing to attend these meetings will need to contact the parish council office to ask for the meeting password and joining details.

Council Discussion

The Council Chairman (or Chairman of the committee, if a committee meeting) will chair the meeting.

An officer of the Council will host the meeting and will 'mute' all microphones except for that belonging to the person speaking or anyone joining the meeting by telephone, to ensure clarity during discussion.

Any member wishing to speak is to raise their hand; the Chairman will then decide the order in which members may speak and their microphone will be unmuted accordingly.

If a member is unable to see or be seen by other members, the Chairman will ask them if they wish to speak on a matter.

Voting

Voting will be by a show of hands and any member who cannot see or be seen will be asked to speak, to say whether 'in favour', 'against' or 'abstaining'.

Interests

Any member required to declare a prejudicial pecuniary, or other prejudicial, interest in any matter being discussed that would ordinarily require them to leave the meeting must notify the meeting as soon as possible. The host will arrange for that member to enter a break-out room during the relevant discussion and then arrange for the member to re-enter the meeting at the end of the relevant discussion.

Minutes

Minutes of all meetings will be approved by members at the following meeting. The minutes will be signed by the Chairman at the approving meeting and will be returned to the council office in a timely manner.

Confidential matters

Any confidential matters for which it would be necessary to exclude members of the public and press will be discussed after any attending members of the public have either been placed in the break-out room or left the meeting.

Agreed by Castle Bromwich Parish Council at the meeting held:..... 2020

Date of review: August 2020

Detailed Income and Expenditure 2019/20
Balance Sheet
Bank and Cash Reconciliations

DRAFT