

Castle Bromwich Parish Council

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NOTICE OF MEETING

The members of the **Finance & General Purposes Committee** are summoned to an online meeting of the committee at 6.30pm on Wednesday 20 May 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/83620484249?pwd=Nng2ZU9uVGxrQzZjV2licDZ3bTZKdz09>

Meeting ID: 836 2048 4249

Members of the press and public are cordially invited to attend. Those wishing to join the meeting should contact the Clerk in advance for the meeting password and the telephone number if joining by phone.

The agenda includes at item 6 the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes. Members of the public are asked to submit their questions in advance via email to counciloffice@castlebromwichpc.gov.uk

Yvonne Smith

Yvonne Smith, 14/05/2020
Acting Clerk to the Council

AGENDA

- 1. Welcome from the Committee Chairman who will set out the procedure for holding this online meeting.** A copy of the draft procedure is attached at page 6 and whilst not yet agreed as council policy (see item 5) members are asked to comply.
- 2. Apologies for Absence**
- 3. 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.
- 4. 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 (email is acceptable).
- 5. To agree procedure for holding online meetings**
The draft procedure is included at page 6.
- 6. 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.

7. Minutes of previous meeting.

To read and confirm the minutes of the meeting of 11/03/2020 (attached pp 3 - 6).

8. Planning/Licensing Applications.

To provide comment on the following applications notified by SMBC

Application ref:	PL/2020/00572/MINFHO
Address:	193 Water Orton Road Castle Bromwich Solihull B36 9HD
Proposal:	Two storey front extension and single storey side and rear extension.
Respond by:	20/05/2020
Application ref:	PL/2020/00786/MINFHO
Address:	71 Hawthorne Road Castle Bromwich Solihull B36 0HJ
Proposal:	Retrospective application for the erection of a summer house.
Respond by:	02/06/2020
Application ref:	PL/2020/00868/MINFHO
Address:	25 West Avenue Castle Bromwich Solihull B36 0EB
Proposal:	Two storey and single storey rear and side extensions and loft conversion with rear dormer.
Respond by:	03/06/2020

Plans have been circulated to members in advance of the meeting, and will be available to view at the meeting.

9. Finance

- a) To note payments made during March, April and part-May 2020
The lists of payments will be sent by email to committee members.
- b) To note arrangements for this year's annual audit (internal and external)
The last date by which the annual accounts must be approved by the council has been moved back to 31st July 2020 and the external auditor must provide an opinion by 30th November 2020. This year there are no legally stipulated dates for the 30-day audit period but it must start before 31st July 2020.
- c) To note the financial year-end position which will inform the Annual Accounting Statements
The reports will follow the year-end close down on 14th May 2020.
- d) To agree arrangements for review of:
 - i. the interim internal audit report, and
 - ii. Standing Orders and Financial RegulationsThese have been shared with all CBPC members. It is planned to hold an online meeting to discuss the documents.
- e) To prepare this council's response to the Annual Governance Statement
A copy of the Annual Return is attached to this agenda. The Annual Governance Statement is at page 4. Only the full council may approve the statement, but the committee is being asked to prepare the responses in advance of council scrutiny.

10. Matters for consideration

A summary of work undertaken by the council's administration will be presented to the next meeting of the council and will include details of decisions made since the previous council meeting. There are several pressing staffing issues that need to be considered and the Council is strongly advised to establish a staffing committee.

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

12. Date and time of next meeting of this committee, to be agreed.

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 PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 11th MARCH 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 P Allen (arrived late*, with apologies)
D Hinsley
J MacDonald
K McCoy
K Shaw

Officers: Mrs G Lungley – Support Officer

Members of the public: none.

F&GP
20-03/01

To note apologies for absence

The Chairman welcomed everyone to the meeting and asked whether any apologies for absence had been received. Apologies were noted from Cllrs Mrs A Ahmed Shaikh, Mrs A Haywood - committee vice-Chairman, Cllr E Knibb and Mrs R Shaikh.

*Cllr Mrs P Allen arrived during minute 06, having carried out other civic duties.

F&GP
20-03/02

To receive members' declarations of disclosable interests

None received.

F&GP
20-03/03

To consider any dispensation requests if any

None received

F&GP
20-03/04

Public Forum - To hear from members of the public

No members of the public were present.

F&GP
20-03/05

To receive and consider the minutes of the previous meetings

The minutes of the committee meeting held 12th February 2020 were presented and approved as an accurate record of that meeting.

F&GP
20-03/06

To consider and comment on the following planning applications notified:

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. **Noted**

Cllr Mrs P Allen joined the meeting.

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)

Comment: It was noted approval had been given for a 'stepped down' extension and that this application seeks to remove that 'step'. It is preferable to avoid the appearance of terracing that may ensue.

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

Single storey rear flat roof extension to enlarge kitchen/family room.

Comment: no objection to this application subject to neighbours' comment.

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.

Comment: object to this application which is excessive.

There was brief discussion about the relevance of the parish council commenting to planning application notifications, resulting in agreement to ask a planning officer from SMBC to attend one of these committee meetings to advise on the planning system.

F&GP
20-03/07

Finance and payments:

a) To note the most recent payments list.

Various questions were asked of the list of payments presented to the meeting; list attached.

F&GP
20-03/08

Youth Parish Council

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

- **Litter pick through SMBC**

SMBC would be asked to support litter picking efforts by provision of bags, hi-viz and litter-pick sticks. The Interim Acting Clerk will liaise with the school

- **Use of Arden Hall as food bank drop-off point**

It was mooted that such efforts should primarily benefit residents of Castle Bromwich yet concern that this could not be ascertained. Cllr Mrs P Allen undertook to visit different schemes and return to the Youth Council with observations. A request would be sent to the local food bank organiser to attend a parish council meeting to provide advice on the schemes.

- **Apply to Dame Mary Bridgeman Trust for hanging baskets at front of Arden Hall**

The Youth Council would plant up and maintain these if the funding was provided.

- **To spend any profit from the cinema night on purchase of large poppies for lampposts in advance of Remembrance Day 2020**

The committee was in favour of this request and SMBC Highways department would be contacted for consent. Members also thought the Youth Council should seek sponsorship for this project.

F&GP
20-03/09

Items to note

Office Workload: the Support Officer's report on the work that is expected of staff in the parish council office was presented to members and noted. Discussion took place on how to move forward.

F&GP
20-03/10

Date and time of next meetings of this committee:

- Wednesday 25/03/2020 at 7.15pm
- Wednesday 08/04/2020 at 7.30pm

This meeting ended at 10pm

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

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Dated

Payee	Reason for payment	Amt gross
Camlec	Lighting repair	£ 88.20
liko	Training on tills	£ 502.80
ADT	Alarm re-set	£ 102.00
Cllr Shaw	Pavilion item	£ 8.79
Cllr Shaw	Travel expense	£ 1.80
Cllr Allen	Postage	£ 6.60
Fairways	Grounds maintenance	£ 1,940.50
Acas	Staff training	£ 110.00
Rialtas	Bookkeeping services	£ 512.64
Rialtas	Annual year-end	£ 793.20
DM Payroll	Payroll service	£ 392.50
Real Point (Query)	Website annual charge	£ 96.00
Microshade	IT support set-up	£ 981.54
Robert Charles	Bar manager	£ 193.75
Horizon	Bar supplies	£ 380.43
Horizon	Bar supplies	£ 74.58
SMBC LDC	Cleaning materials	£ 4.68
SMBC LDC	Cleaning materials	£ 14.40
Horizon	Bar supplies	£ 391.17
Horizon	Bar supplies	£ 344.72
ICO	Annual Fol charge	£ 40.00
DVS (Sapphire)	CCTV support	£ 16.80
Yvonne Smith	Keys for staff	£ 11.25
DVS (Sapphire)	CCTV support	£ 30.00
Tactile	Broadband supply	£ 47.94
Suez	Waste collection	£ 726.41
Robert Charles	Bar manager	£ 274.34
Mainstream	Telephone supply	£ 9.50
Mainstream	Telephone supply	£ 40.72
Mainstream	Telephone supply	£ 41.27
Mainstream	Telephone supply	£ 42.77
Boss HR Ltd	HR support	£ 220.00
Gill Lungley	Admin contract	£ 3,600.00



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