

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
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NOTICE OF MEETING

The members of Castle Bromwich Parish Council are summoned to an online meeting of the Council at **6.30pm on Wednesday 27 May 2020** via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/81595698997?pwd=WE9adWpRQzhwRXdQdkRjazNQSjlyQT09>

Meeting ID: 815 9569 8997

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, 21/05/2020
Acting Clerk to the Council

Agenda

- 1. Welcome from the Council Chairman who will set out the procedure for holding this online meeting.** A copy of the procedure adopted by the Finance and General Purposes Committee is attached at page 6 and whilst not yet agreed by the Council as council policy (see item 5) members are asked to comply.
- 2. Apologies for Absence**
Members are required to notify the reason 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 attached at page 12.
- 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. To approve the minutes of the council meeting held 26/02/2020, draft copy attached, pp4 - 6.
8. To note arrangements made via The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, viz.
 - Removal of need to hold an annual council meeting in May but can choose to hold one later in the year or can agree the current Chairman and vice-Chairman and committee memberships stay in place until May 2021
 - Holding meetings remotely online is permissible
 - Public notice of meetings via website is acceptable

There has been general consensus to hold council meetings online and notice of meetings is being posted to the website.

Members are asked to vote either in favour or against holding an online Annual Council meeting at a future date in 2020 at which the Chairman and vice-Chairman and membership of the standing committees are appointed.

9. To provide comment to the following planning application:

Application ref:	PL/2020/00714/MINFHO
Address:	8 Marlborough Road, Castle Bromwich Solihull B36 0EH
Proposal:	Single storey side & front porch extensions.
Respond by:	11 June 2020 Details here

10. **To note the draft minutes of the Finance and General Purposes Committee**, meeting held 20/05/2020 draft attached pp7 - 13, and as follows:
11. **Approval of the Annual Governance and Accountability Return (AGAR)**, ss 1 & 2: s1 Annual Governance Statement and s2 Annual Accounting Statements. S1 must be approved before s2 and both should be assessed after the Internal Auditor has submitted their final report. The internal auditor provided an interim report and recommendations in January 2020 which are to be reviewed by a council working party on 28/05/2020. The Council must approve the Annual Return by 31st July and as the internal auditor's final report has not been issued in time for this Council meeting the Annual Return will be put for approval to the Council meeting on 24th June.
12. **Approve setting up a Staffing Committee**
The Council is asked to establish a Staffing Committee; this is a requirement expected through the council's HR policies. Due to changes in staffing the Council has been made aware its previous way of working fell short of compliance with the Local Government Act 1972, s101 (1)(a).
The principal aims of the Staffing Committee are to:
 - Provide support and guidance to the Clerk in his/her role and
 - Provide a management link between the Clerk and the Parish Council.
 It should aim to provide an independent and high level focus on human resources, organisational development and health & safety matters affecting the Council.
13. **Approve the Staffing Committee Terms of Reference**
Subject to approval at item 12, members are asked to approve the committee's Terms of Reference; a draft is attached for comment / amendment / adoption.
14. **Approve the appointment of members to the Staffing Committee**
Members are asked to consider serving on this committee; the recommended number of members is five.

15. To consider matters appropriate to the Leisure Services Committee

The LSC has not met in any form since 04/03/2020. All team sports are on hold and Arden Hall is closed for business, however the council's open spaces are open and well used. If the LSC continues to not meet, then related issues would naturally fall to the full council for consideration. Members are asked to indicate whether issues relevant to LSC are to be considered via online LSC meetings or meetings of either the Finance & General Purposes committee or the full council.

16. Council office report

A report will be provided from the Acting Clerk and/or Support Officer to update members on council business over the last few months during Covid-19 lockdown.

17. In accordance with the Public Bodies (Admission to meetings) Act 1960, the council may resolve to exclude members of the public and the press to allow for discussion of confidential matters relating to any of staff, legal or contractual matters.

- Appointment of Clerk
- Internal arrangements for office staff (including Arden Hall)

18. Date and time of next meetings via Zoom:

- Finance and General Purposes Committee will meet on 10th June 2020
- Parish Council will meet on 24th June 2020

Parish Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman)

Mrs A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, J MacDonald, K McCoy, M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward, 1 vacancy

Castle Bromwich Parish Council

MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 26th FEBRUARY 2020, 7.30PM



Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman), Mrs A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, J MacDonald, K McCoy, M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward
+ Currently one vacancy to be filled by co-option.

Present Cllrs: Mrs P Allen (Chairman)
S Beechey
Mrs A Haywood
D Hinsley
J Macdonald
K McCoy
J Riordan
K Shaw
M Strong
Ms J Ward

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Members of the public: one member of the public was present.

Officers: Mrs G Lungley – Support Officer

20/02-01 **Chairman's Welcome**

Cllr Mrs P Allen welcomed all present to the meeting and referred to:

- the emergency exit arrangements.
- thanks to all who stayed for the duration of the meeting held the previous week to review the budget.
- this evening's meeting would resolve into confidential business by 9.30pm at the latest.

20/02-02 **To note apologies for absence**

Apologies for absence had been received from Cllrs E Knibb (vice-chairman), Mrs A Ahmed Shaikh, M Rashid, and were noted.

Members otherwise absent: Mrs R Shaikh

20/02-03 **To receive members' declarations of disclosable interests**

None received.

20/02-04 **To receive and consider members' dispensation requests, if any**

None requested.

20/02-05 **Public Forum**

The member of the public commented on the expectations of the council with regard to participation by members of the public and asked for direction in that regard.

20/02-06 **To consider approval of the minutes of the extraordinary council meeting held on 22/01/2020 and of the ordinary full council meeting held 29/01/2020**

The minutes of the Extraordinary meeting held 22/01/2020 were:

AGREED as a true record by members present at that meeting.

The minutes of the ordinary council meeting held on 29/01/2020 were:

AGREED as a true record.

20/02-07

Chairman's Report

Cllr Mrs P Allen spoke of

- The Castle Bromwich Hall Garden Trust has two new members of staff in a job-share and are seeking a new Chairman. The Trust would like more schools to become engaged in the Garden's history.
- The bad weather over half-term meant fewer visitors to the Gardens.
- There is concern about a neighbouring property using a marquee without planning permission.

20/02-08

Clerk's Report

- a) Training for all councillors has been arranged for 04/04/2020 at Arden Hall starting at 9.30am; members from neighbouring councils are to be invited.
- b) Councillors' contact information is required for office reference in case of emergency. Forms will be circulated to members for completion.

20/02-09

Finance Report – to note the income and expenditure report to 31/01/2020 and payments relating to February.

20/02-10

Finance and Risk

- a) **To note the bank charge of £30 for transfer of funds.**
Alternative methods for transferring funds between bank accounts would be sought to avoid payment of bank fee in the future.
- b) **To agree to add both the Interim Acting Clerk and the Support Officer to the bank mandate to better administer the council's finances**
It was agreed to authorise both the Interim Acting Clerk and the Support Officer to be added to the bank's list of authorised signatories (Lloyds).
- c) **To receive the report of the Independent Internal Auditor following his visit on 6th and 7th January 2020**
The report was received without comment.
- d) **To note recommendations of the Independent Internal Auditor and the council's proposed responses**
The Support Officer had prepared a response which members would meet to discuss on 18/03/2020.
- e) **To agree to establish a working party to work through all the recommendations [(d) above]**
Awaiting outcome of the meeting on 18/03/2020.

20/02-11

Items for decision

- a) **Access to rear of property via playing field**
The builder working for a resident of Water Orton Road has asked to access the rear of the property by way of the playing field, via Delamere Close.
It was agreed to allow access to the rear of the property off Water Orton Road for the specified reason, conditional upon terms arranged within the grant of a licence and payment of deposit.
- b) **Dates of Christmas 2020 holiday closure**
It was agreed to close access to facilities over Christmas and New Year on Christmas Day, Boxing Day (to be open to hirers only) and New Year's day.

20/02-12

Approval of policies**It was agreed** to approve:

- a) Child and Vulnerable Persons Safeguarding Policy, with additional clause specifying each hirer has their own safeguarding policy which they will be asked to provide and the Interim Acting Clerk will be the named officer on the policy as the safeguarding champion. Additionally all staff are to undergo safeguarding training along with DBS checks.
- b) Protocol in the event of the death of a senior royal (Operation London Bridge) was noted.
- c) The proposed Scheme of Delegation would be deferred until members had reviewed the current Internal Audit report.

20/02-13 **To receive committee reports**

- a) Leisure Services meeting held 05/02/2020 - noted
- b) Finance and General Purposes meeting held 12/02/2020. It was noted the amount of £190.65 being held by the parish council on behalf of the Friends of the Hall would be returned.

20/02-14 **To receive reports from representatives to outside bodies**

Cllr MacDonald had attended a presentation for the RAF cadets but not as a representative of the parish council.

20/02-15 **To suggest items for consideration at the next meeting of the council**

No suggestions of items for the next meeting were put forward at this time. The member of the public left the meeting.

20/02-16 **It was agreed to close the meeting to members of the public to allow for discussion of confidential items relating to staff and contractual matters.**

Public Bodies (Admission to Meetings) Act 1960

Members were notified of staffing levels in Arden Hall and the request from staff members to change. A business case would be prepared for further discussion.

20/02-17 **Date and time of next meetings:**

- Leisure Services Committee will meet on 04/03/2020
- Finance and General Purposes Committee planned for 11/03/2020
- Plans via F&GP Committee will meet on 25/03/2020 (7pm)
- Full Council will meet on Wednesday 25/03/2020 (7.30pm)

This meeting ended at 10.00pm

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Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

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Dated

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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

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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	DRAFT
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.

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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

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

.....
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
		Hall Hire Refund - refund of 50% of deposit paid	-£ 25.00				
		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	02-21-10756CRPC	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			
Soihull MBC	local council support funds			£ 24,241.00			

DRAFT

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

Appendix 2

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

See separate pdfs.