

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road
Castle Bromwich, Solihull, B36 9PB
Tel: 0121 747 6503

E-mail: counciloffice@castlebromwichpc.gov.uk

Website: www.castlebromwichpc.gov.uk



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 10 June 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/84281871270?pwd=bUFUY055MDJKYVZwMWN2aERJYnlpUT09>

Meeting ID: 842 8187 1270

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 5 the opportunity for members of the public to ask, or be asked, 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, 05/06/2020
Acting Clerk to the Council

AGENDA

- 1. Welcome from Cllr S Beechey, Committee Chairman**
- 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. 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.
- 6. Minutes of previous meeting.**
To read and confirm the minutes of the meeting of 20/06/2020 (attached pp 3 - 8).

7. Planning/Licensing Applications.

To provide comment on the following applications notified by SMBC. Plans have been circulated to members by separate email.

Application ref:	PL/2020/0966/TPO
Address:	11 Kingsleigh Drive Castle Bromwich Solihull B36 9DQ
Proposal:	Fell 2No sycamore trees (marked T)
Respond by:	19/06/2020
Application ref:	PL/2020/01950/TPO
Address:	11 Kingsleigh Drive Castle Bromwich Solihull B36 9DQ
Proposal:	Fell 2no Sycamore trees in rear garden
Respond by:	23/06/2020
The parish council is also being consulted BY THE APPLICANT on the following: Proposed Installation of Telecoms Equipment at Bradford Road, Castle Bromwich, Solihull, Birmingham, West Midlands B36 9AR On behalf of MBNL (EE (UK) Ltd and H3G (UK) Ltd), the proposed new mast has been sited and designed in order to provide 5G coverage and to support the existing mobile network. Response required by 18/06/2020	

8. Finance

a) To note receipts and payments made during part-May 2020 and June 2020

The detailed lists of receipts and payments will be sent by separate email to council members.

b) To note the most recent bank reconciliations

The bank reconciliations will be sent by separate email to council members.

c) To agree arrangements for access to bank accounts

The council's admin team is hindered by not being able to access online information from one of the council's bank accounts. An application form from the bank to add the Acting Clerk and Support Officer has been provided from the bank and given to the relevant bank signatories to sign, however a query has been raised as to whether the Support Officer can be allowed online access to the account. Members attention is drawn to Local Government Act 1972, s114 – 'Security to be taken in relation to officers' and the subsequent clarification from WALC County Officer to the council's Support Officer "On the basis of that I would agree that this gives a basis for you to have access to the council's finances. Given your employment relationship not being the standard form I would suggest that the council did look at an insurance scheme to cover themselves. As it is a low risk relationship it should not cost them much."). Insurance details in separate email.

d) End of year accounts

To note the relevant reports as at 31/03/2020 which will be relevant to the accounting statements included in the Annual Return 2019/20 and audit, sent by separate email to council members

9. Internal Audit report

To note progress made with regard to the report of the Internal Auditor and the ongoing Action Plan; updated copy to follow

10. Policies

- a) To approve the council's Internal Controls Policy, copy attached pp 9 - 10
- b) To approve the Statement of Internal Financial Controls, copy attached pp 11 - 13
- c) To review existing policies, copy of existing folder contents attached pp 14 - 18

11. To resolve to close the meeting to members of the public to allow for discussion of the following confidential staffing-related item:

- To be aware of the hours expected of the Council administration staff, the current arrangements with the Support Officer and to agree preferred option for making progress with the appointment of a new Clerk (report to follow)

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

13. Date and time of next meeting of this committee 8th July 2020, 6.30pm

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 via ZOOM WEDNESDAY 20th May 2020, 6.30pm



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.

DRAFT

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 **Chairman's Welcome**
20-05/01 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 **To note apologies for absence**
20-05/02 Apologies had been received from Cllrs Mrs A Shaikh Ahmed and K McCoy
Cllr K Shaw was not present

F&GP **To receive members' declarations of disclosable interests**
20-05/03 None received.

F&GP **To consider any dispensation requests if any**
20-05/04 None received

F&GP **To agree procedure for holding online meetings**
20-05/05 As agreed at minute 20-05/01 above.

F&GP **Public Question Time - To hear from members of the public**
20-05/06 No questions had been received in advance of the meeting and no member of the public present wished to comment.

F&GP **To receive and consider the minutes of the previous meeting**
20-05/07 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.

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

DRAFT

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

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.

DRAFT

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

Matters for consideration

20-05/10

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

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

20-05/11

- Clarity on members' allowances.

F&GP

Date and time of next meeting of this committee

20-05/12

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	02-21-10756CBPC	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

Castle Bromwich Parish Council



INTERNAL CONTROLS POLICY

SCOPE OF RESPONSIBILITY

Castle Bromwich Parish Council is responsible for ensuring its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the council is also responsible for ensuring there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROLS

The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk. It cannot provide an absolute assurance of effectiveness. The system of control is based on an on-going process to identify the risks to achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

THE INTERNAL CONTROL ENVIRONMENT

The Council...:

- Has appointed a Chairman who is responsible for the smooth running of meetings.
- Approves budgets for the following year at its December or January meeting. The January meeting of the Council approves the level of Precept for the following financial year.
- Monitors, through the Finance & General Purposes Committee every month, the actual expenditure against budget with a forecast, or revised forecast, for the end of the year.
- Appoints and reviews the work of the Independent Internal Auditor.

The Clerk to the Council/RFO...:

- is responsible for administering the Council's finances.
- is responsible for the day to day compliance with the law and regulations that the Council is subject to and for managing risks.
- ensures the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to each meeting of the Parish Council. The majority of payments are made online. Payments made through the online banking system will be entered onto the system by the Clerk/RFO and then approved by two of the four authorised members who will have received, by email, a copy of each of the relevant invoices.

Any cheque payments will be signed by the authorised signatories after having had sight of the relevant invoice.

Risk Assessments/ Risk Management:

The council carries out a risk assessment in respect of actions and regularly reviews its systems for assessing risk and the controls in place, to ensure adequacy.

Internal Audit:

The council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal controls
- Regulations
- Risk Management
- Reviews

The effectiveness of the independent internal audit is reviewed annually.

External Audit:

The Council's External Auditors are appointed by the Smaller Authorities Audit Appointments Ltd (SAAA) and submit an annual Certificate of Audit, which is reported to the Council.

REVIEW OF EFFECTIVENESS

The Council is responsible for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Full Council
- The Finance & Staffing Committee
- The Clerk to the Council/RFO who has the responsibility for the development and maintenance of the internal control environment and managing risks
- The independent Internal Auditor who reviews the Council's system of internal control
- The External Auditor, who makes the final check using the Annual Return and issues an annual audit report (part 3 of the Annual Governance and Accountability Return).
- The number of significant issues that are raised during the year.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

Agreed at the meeting of Castle Bromwich Parish Council

Date:

Date of review of this policy:

Castle Bromwich Parish Council

STATEMENT OF INTERNAL FINANCIAL CONTROLS

See also the Internal Controls Policy



Proper Officer

THE parish council's Clerk to the Council is employed to carry out the functions of the Proper Officer and is also the designated Responsible Financial Officer (RFO), as required by the Local Government Act 1972, s151.

The Clerk is expected to be qualified to at least CiLCA or equivalent sector standard and is required to maintain a record of continuous professional development.

As Head of Paid Services, the Clerk is line manager to all other members of staff, other duties are detailed in the Clerk's job description.

Cash Book / Bank reconciliations

- The council uses sector-specific finance management software via EdgeIT. Accounts are prepared on an Income and Expenditure basis and the cash book is kept electronically, maintained up to date from original documents (cash received, invoices, payments made including standing orders and direct debits) as they are prepared. Cheques are rarely used.
- The cash book is reconciled to the bank statement at least monthly.
- Reconciled accounts are prepared in advance of each meeting of the finance committee along with the bank reconciliation. This is reported to the following council meeting and minuted.
- On a quarterly basis, the cash book, income and expenditure reports, and bank reconciliations are reviewed and approved by a member of the Parish Council nominated as 'internal control' for that quarter, regarding the underlying records (bank statements and minutes plus invoices, purchase orders etc). The visits are reported to the next meeting of the parish council and minuted.
- The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes.

Financial Regulations

The Parish Council has adopted financial regulations, based on the model version prepared by NALC. The regulations are reviewed for continued relevance and amended where necessary by the RFO with any proposed amendments subject to annual approval by the Parish Council.

Order/Tender controls

- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Purchase orders are sent to suppliers for all goods and services ordered.
- Purchasing authority is delegated in accordance with the council's Financial Regulations.
- The purchase orders are numbered sequentially and the e-folder containing all purchase orders is shared between the Hall Manager and parish council office.

Payment controls

- Depending on the nature of the supply, the Clerk or Hall Manager or Assistant Clerk, signs the purchase invoice to indicate the supply has been received, that the supply has not previously been paid and the invoice calculations are correct.
- Purchase orders for the goods or services provided are matched to purchase invoices where applicable.
- Payments will be listed in cheque or voucher number order in the cash book.
- All invoices for payment are listed on the meeting agenda, or agenda appendix, where the payment is to be minuted.
- Payments made are listed in the minutes of the meeting. Original invoices are available to the Councillors for review at that meeting and subsequently if requested.

	<ul style="list-style-type: none"> • If using cheques: cheques will be signed by any two of the three councillors on the bank mandate, who are authorised to sign as shown on the council's bank mandate, having had sight of all relevant invoices. • The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings. The RFO will prepare cheques but is not authorised to sign them. • If using the BACS system: the RFO is authorised to set up BACS payments online but as the RFO is not an authorised signatory, does not authorise payments. • Four members of the council are authorised to approve online bank payments. They cannot set up payments, only view and authorise them. A copy of every invoice on the payments list is emailed to all authorised signatories along with the list of payments to be authorised and a copy of the council's spreadsheet of payments for that month. Payment is made by any two of the four authorised members. • The RFO is authorised to transfer funds internally ie from one of the council's accounts to another, but not to make payments. • Every payment is identified by a sequential voucher number. This number relates to the invoice and is used to identify the transaction in the payments cashbook, and cross referenced on the bank statement in ink. • When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheque number, as well as by the voucher number. This is cross checked with the bank statements. • When invoices are paid by BACS, they are identified by the voucher number which is cross checked with the bank statements. • The minute number of the minute authorising bank payments or cheques is detailed on each invoice where relevant.
<p>Legal Powers The Council will only do what the law allows it to do. All decisions made by the Council will be undertaken in accordance with the powers available and will be recorded in the minutes book. The minute will include the appropriate statutory reference.</p>	
<p>Local Government Act 1972, s137 The Council is allowed to spend a certain amount of money per elector on doing something for which there is no specific law that allows it to act. The amount per elector as at May 2020 is £8.32. The Council will consider adoption of the General Power of Competence at least once a year at the Annual Council meeting.</p>	
<p>VAT repayment claims</p>	<ul style="list-style-type: none"> • RFO ensures compliance with VAT notice 749 • RFO ensures that all invoices are addressed to the Parish Council. • RFO ensures that proper VAT invoices are received where VAT is payable. • RFO maintains a VAT account to show the correct amount of VAT is reclaimed in the year and submits a claim for repayment quarterly.
<p>Income controls</p>	<ul style="list-style-type: none"> • RFO ensures the amount of the precept received is in accordance with the precept request sent to Solihull Metropolitan Borough Council. • RFO ensures the precept instalments are received when due. • RFO ensures, through close liaison with the Hall Manager, that all other receipts eg hall hire, are received when due and correctly calculated. • Individually numbered receipts are issued for cash received and a copy kept. • Hall receipts are recorded via the EdgeIT finance programme when received and either a paper copy is provided for the council office or an electronic record is kept on the shared e-files. All other receipts are similarly recorded • Cash and cheque income to the hall is banked promptly and a copy of the paying-in slip is shared with the council office. • Cash and cheque income to the parish council office eg for photocopying services, Chairman's charities or Remembrance Day donations, is banked promptly and a note of the paying-in slip reference number is retained with the copy of receipt. • A record of all income for the month is provided to each meeting of the finance committee.

























<p>Financial reporting A Budget control sheet, comparing actual receipts and payments to the budget and the previous year is prepared monthly, presented to the finance committee meetings and minuted.</p>	
<p>Budgetary controls</p>	<ul style="list-style-type: none"> • The budget is approved by the Parish Council before the end of the financial year preceding the year to which it relates. • The precept amount is identified following approval of the budget; the precept demand is issued to the billing authority by the date stipulated by the billing authority and in any case before 28th (or 29th) February at the latest.
<p>Payroll controls</p>	<ul style="list-style-type: none"> • The council makes use of an external payroll provider. • The Council is registered with HMRC online and the payroll provider is responsible for reporting monthly PAYE & NI due. • The RFO is responsible for making payments to HMRC every month and retains evidence this has been done; a record of each payment is retained and listed on the relevant payment report to the council and/or finance committee. • The Clerk's salary is set by the council and a minute is prepared to show the agreed salary level on the nationally agreed NJC scale. • All other staff salaries are set by the Staffing Committee and ratified by the next meeting of the council. • The monthly salaries are paid on the 28th day of each month by BACS and listed as a block payment on the relevant payment report to the council. • The weekly salaries are paid on the Friday following the week worked and listed as a block payment on the relevant payment report to the council. • The RFO acts for the Parish Council regarding pension duties and works with the member appointed as the employer's contact. • The council's pension provider is the West Midlands Pension Fund. • The payroll provider submits monthly information to the pension provider. • The RFO authorises monthly payment to the pension provider by BACS; a record of each payment is retained and listed on the relevant payment report to the council.
<p>Office and employee expenses</p>	<ul style="list-style-type: none"> • Where it exists, the council will authorise a pre-paid debit card for use by specified office and hall staff members. All payments made on this card must be supported by a purchase order, an invoice and/or receipt for the goods ordered. • If no such debit card exists, or is unavailable, the office staff with delegated authority will submit an invoice for reimbursement of any monies owing by way of an expense account, in advance of each relevant meeting. • Expenses are paid by BACS and the expense sheet treated as an invoice for accounting purposes.
<p>Asset Control</p>	<ul style="list-style-type: none"> • The RFO maintains a full asset register. • The existence and condition of assets is checked on a six-monthly basis by a member of the Parish Council with the RFO. • The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal. • The adequacy of the council's risk management scheme and risk assessments are reviewed annually by the finance committee or relevant committee.

























Date approved:

























Date of next review:

























Agenda item 10c

























Review of existing policies: pages 14 - 18 list all policies contained in the council's e-folder.

Name	Date modified	Type	Size
 _DocRetPolicy	23/06/2018 12:59	Adobe Acrobat D...	104 KB
 16_SLCC Advice Note Dignity at Work SE...	11/10/2013 13:46	Adobe Acrobat D...	220 KB
 Absence Resolution to accept or extend 6...	19/09/2013 16:18	Microsoft Word D...	14 KB
 advice removal of disruptive public	03/02/2010 17:42	Microsoft Word 9...	22 KB
 advice removal of disruptive public.doc -...	09/06/2014 13:33	Shortcut	3 KB
 Agenda Item request	18/07/2014 12:27	Microsoft Word 9...	26 KB
 Allowance Declarations PUBLIC NOTICE	22/02/2006 16:41	Microsoft Word 9...	25 KB
 Allowances for Members	28/11/2012 18:10	Microsoft Word 9...	50 KB
 allowances smbc rates	13/09/2006 11:23	Microsoft Word 9...	30 KB
 Arden Hall Castle Bromwich Parish Coun...	11/09/2018 14:44	Microsoft Word D...	34 KB
 AUDIT Draft 2010 Internal Audit Review	12/01/2011 10:23	Microsoft Word 9...	57 KB
 Bar Staff Tips Drinks Policy	28/09/2009 14:55	Microsoft Word 9...	22 KB
 Castle Bromwich DPIA_ (2)	23/06/2018 14:04	Microsoft Word D...	156 KB
 Castle Bromwich Parish Council Commu...	27/06/2018 15:44	Microsoft Word D...	45 KB
 Castle Bromwich Parish Council Social M...	27/06/2018 15:47	Microsoft Word D...	30 KB
 CBPC Risk Register 2017	08/03/2017 10:51	Microsoft Word 9...	54 KB
 CBPC Risk Register July 2016	08/03/2017 10:43	Microsoft Word 9...	56 KB
 CCTV - 2018 Quotes	16/04/2018 14:36	Microsoft Word 9...	2,324 KB
 CCTV Code of Practice	08/01/2004 13:03	Microsoft Word 9...	52 KB
 CCTV Memo to operators	16/04/2018 14:32	Microsoft Word 9...	2,324 KB
 CCTV Retrieval Instructions	26/05/2011 08:45	Microsoft Word 9...	24 KB
 Clerk Councillor Protocol WALC's	24/07/2007 14:37	Microsoft Word 9...	58 KB
 Code Conduct Dispensation+Request	19/09/2012 08:19	Microsoft Word D...	20 KB
 CodeofConduct 2012	07/12/2012 10:42	Microsoft Word D...	34 KB

 Committees form	29/05/2007 15:29	Microsoft Word 9...	29 KB
 Complaints Policy	10/06/2015 18:29	Microsoft Word 9...	30 KB
 Co-option Process	23/06/2018 12:33	Microsoft Word 9...	25 KB
 Council logo 18	23/08/2018 13:39	Microsoft Word D...	35 KB
 Council logo x	30/08/2018 09:20	Microsoft Word D...	27 KB
 Council logo	06/10/2016 16:01	Microsoft Word D...	35 KB
 Councillors consultation	02/11/2005 13:36	Microsoft Word 9...	21 KB
 Declaration of Acceptance of Office	15/05/2013 17:05	Microsoft Word 9...	26 KB
 Disciplinary Grievance Procedure e	01/09/2016 13:32	Microsoft Word 9...	123 KB
 Disciplinary Grievance Procedure	12/04/2014 15:22	Microsoft Word 9...	138 KB
 draft internal controls	30/07/2010 11:42	Microsoft Word 9...	82 KB
 DRAFT Media Policy 2	16/05/2011 16:53	Microsoft Word 9...	44 KB
 DRAFT Media Policy	17/09/2009 19:43	Microsoft Word 9...	48 KB
 Draft News and Press Releases Policy	30/04/2010 08:33	Microsoft Word 9...	48 KB
 DRAFT Social+Networking+ Strategy	22/10/2010 11:39	Microsoft Word 9...	469 KB
 draft Visit policy appendices	13/05/2011 11:39	Microsoft Word 9...	37 KB
 Draft website disclaimer policy	14/11/2014 09:58	Microsoft Word 9...	31 KB
 Emergency Procedures policy	15/02/2006 08:49	Microsoft Word 9...	53 KB
 EMERGENCY PROJECT ARGUS delegate r...	27/11/2008 14:32	Microsoft Word 9...	26 KB
 Fin Regs Memo to staff	01/04/2015 09:53	Microsoft Word D...	25 KB
 Financial Regs 0315 Reviewed June 2018	25/06/2018 10:01	Microsoft Word 9...	218 KB
 Financial Regs 0315	20/05/2015 16:36	Microsoft Word 9...	218 KB
 Finanical Regs Procedures	17/06/2015 17:20	Microsoft Word D...	30 KB
 Finanical Regs Procedures for Unity	27/07/2015 07:17	Microsoft Word D...	1,230 KB

 Financial Regs Procedures for Unity a	27/07/2015 17:29	Microsoft Word D...	1,634 KB
 Flag Flying Days	04/06/2015 15:26	Microsoft Word 9...	109 KB
 FOI Guidance FEP058_WRITING_A_REFUS...	09/05/2012 16:17	Text Document	24 KB
 FOI Guidance FES016_REFUSING_A_REQU...	09/05/2012 16:17	Text Document	26 KB
 FOI Model Publication Scheme PC Guide...	21/01/2020 17:44	Microsoft Word 9...	80 KB
 FOI Model Publication Scheme PC Guide	22/06/2012 15:12	Microsoft Word 9...	76 KB
 Grant Policy	23/06/2018 12:45	Microsoft Word 9...	31 KB
 Grant privacy policy	23/06/2018 13:53	Microsoft Word D...	23 KB
 gritting advice	13/01/2010 18:32	Microsoft Word 9...	32 KB
 I T Memo to operators	26/01/2004 09:28	Microsoft Word 9...	24 KB
 Information Tech & Social Media Policy	25/02/2013 13:18	Microsoft Word 9...	33 KB
 Insurance of employees and volunteers	21/03/2014 09:13	Microsoft Word 9...	25 KB
 Interim Grievance Panel terms of reference	22/03/2016 15:54	Microsoft Word 9...	28 KB
 internal controls, to be approved	28/10/2019 17:37	Microsoft Word 9...	67 KB
 Licence ICV	18/07/2014 12:07	Microsoft Word D...	18 KB
 MediaPolicy30May2018	11/09/2018 14:21	Adobe Acrobat D...	57 KB
 Member Employee Policy	31/12/2009 11:16	Microsoft Word 9...	31 KB
 Members Allowances 2003 SI	21/12/2012 09:34	Adobe Acrobat D...	72 KB
 MEMORIAL POLICY	07/07/2011 09:03	Microsoft Word 9...	33 KB
 model code of conduct SMBC	17/09/2007 12:41	Adobe Acrobat D...	170 KB
 Model NALC Standing Orders 2010 Modi...	20/05/2010 16:22	Microsoft Word 9...	169 KB
 Model NALC STANDING ORDERS OCT 20...	08/10/2013 12:39	Microsoft Word 9...	326 KB
 NALC Chairmanship	10/05/2007 10:00	Microsoft Word 9...	95 KB
 NALC Complaints Code of Practice	19/02/2004 10:17	Microsoft Word 9...	87 KB

 NALC Disciplinary Grievance Procedure ...	16/11/2004 11:36	Microsoft Word 9...	66 KB
 Note from the Chairman - procedures	27/10/2010 13:42	Microsoft Word 9...	29 KB
 Office Opening-Closing Procedure	27/04/2015 13:25	Microsoft Word 9...	26 KB
 Parish_Council_Template_Dispensation_...	03/10/2012 17:43	Microsoft Word D...	19 KB
 Policies - Garden of Rest - Ashes	23/06/2018 11:05	Microsoft Word 9...	30 KB
 Policies on Website	11/06/2012 13:18	Microsoft Word 9...	36 KB
 Precept calculation changes 2012	03/12/2012 16:38	Microsoft Word D...	14 KB
 Public participation at meetings	02/01/2015 12:17	Microsoft Word 9...	29 KB
 public participation discussions	10/11/2010 11:47	Microsoft Word 9...	28 KB
 Recording and Filming of Council and C...	28/03/2015 10:51	Microsoft Word 9...	28 KB
 Retention of Documents Policy.	11/09/2018 14:06	Microsoft Word D...	28 KB
 Retention of Documents Policy	23/06/2018 13:35	Microsoft Word D...	28 KB
 Risk Assessment Guide LCAS	25/03/2008 09:07	Adobe Acrobat D...	2,416 KB
 Risk Schedule 12	14/05/2012 22:48	Microsoft Word 9...	70 KB
 RISK SCHEDULE 15-16	08/03/2017 13:22	Microsoft Word D...	23 KB
 RISK SCHEDULE 16-17	26/01/2018 17:35	Microsoft Word D...	23 KB
 RISK SCHEDULE 17-18	01/03/2018 16:17	Microsoft Word D...	23 KB
 RISK SCHEDULE 18-19	13/03/2019 19:19	Microsoft Word D...	33 KB
 Risk Schedule Assessment Note	08/04/2010 09:14	Microsoft Word 9...	21 KB
 RISK SCHEDULE	09/02/2011 16:58	Microsoft Word 9...	265 KB
 RISK SCHEDULE.doc	07/02/2013 22:33	Microsoft Word D...	21 KB
 RISK SCHEDULE13	20/03/2014 08:28	Microsoft Word D...	22 KB
 RISK SCHEDULE14-15	17/03/2015 16:17	Microsoft Word D...	22 KB
 Sample Resolutions	13/05/2015 13:44	Microsoft Word D...	18 KB

 RISK SCHEDULE14-15	17/03/2015 16:17	Microsoft Word D...	22 KB
 Sample Resolutions	13/05/2015 13:44	Microsoft Word D...	18 KB
 Sample Resolutions	03/03/2015 11:43	Microsoft Word D...	16 KB
 sample tender document - blank over £50k	18/10/2010 12:26	Microsoft Word 9...	325 KB
 SMBC Code Conduct Dispensation Proce...	03/10/2012 17:44	Microsoft Word D...	112 KB
 Sponsorship incentive Policy	02/01/2008 17:23	Microsoft Word 9...	22 KB
 Sports Policy	28/01/2009 14:02	Microsoft Word 9...	27 KB
 Staff Appraisal draft form BRobinson	23/02/2009 10:47	Microsoft Word 9...	229 KB
 Staff Appraisal	10/02/2015 15:22	Microsoft Word 9...	46 KB
 Staff Handbook	20/05/2014 09:22	Microsoft Word 9...	140 KB
 Standing Orders 2014 - Reviewed June 20...	25/06/2018 10:01	Microsoft Word D...	91 KB
 Standing Orders 2014	29/06/2015 13:15	Microsoft Word D...	90 KB
 STATEMENT OF POLICY - HHPC OCT 08	10/10/2008 08:42	Microsoft Word 9...	37 KB
 Structure of Council 2014	01/08/2015 09:02	Microsoft Word 9...	38 KB
 Sub-committee terms of reference	21/12/2016 18:15	Microsoft Word 9...	28 KB
 terms of reference - Working Party Meeti...	07/06/2012 12:01	Microsoft Word 9...	39 KB
 terms of reference (OLD)	29/02/2016 18:31	Microsoft Word 9...	46 KB
 terms of reference	29/02/2016 18:57	Microsoft Word 9...	34 KB
 Training policy found saved as policies o...	28/10/2019 14:16	Microsoft Word 9...	36 KB
 Training Policy	03/02/2009 15:07	Microsoft Word 9...	23 KB
 Website Draft Copyright disclaimer and p...	26/10/2010 15:36	Microsoft Word 9...	25 KB
 Website draft policies	30/07/2010 14:39	Microsoft Word 9...	331 KB
 Website Privacy Policy.	11/09/2018 13:58	Microsoft Word D...	26 KB
 Website Privacy Policy	23/06/2018 13:16	Microsoft Word D...	26 KB