

# Castle Bromwich Parish Council

## MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

MEETING HELD ONLINE via 'ZOOM'

WEDNESDAY 8<sup>th</sup> JULY 2020, 6.30pm



**Committee members:** Cllrs S Beechey (C'ttee Chairman), Mrs A Haywood (vice-Chairman), Mrs A Ahmed, J MacDonald, K McCoy, Mrs R Shaikh,

**Ex officio members:** Cllrs Mrs P Allen (Council Chairman),

**Committee quorum is 4 members.**

**Present** Cllrs: S Beechey, Committee Chairman  
Mrs A Ahmed Shaikh  
Mrs P Allen, *ex officio*  
Mrs A Haywood, Committee vice-Chairman  
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 to item 07/08.  
It was noted prior to the start of the meeting that the meeting was being recorded.

F&GP **Chairman's Welcome**  
20- All were welcomed to the meeting.  
07/01 Cllr K Shaw's resignation from this committee was noted.  
Eric Knibb and David Hinsley had resigned from the Council.

F&GP **To note apologies for absence**  
20- Apologies had been received from Cllr K McCoy.  
07/02

F&GP **To receive members' declarations of disclosable interests**  
20- None received.  
07/03

F&GP **To consider any dispensation requests if any**  
20- None received  
07/04

F&GP **Public Question Time - To hear from members of the public**  
20- Coun Ted Richards noted he had received a number of complaints from residents of  
07/05 Parkfield Estate regarding lack of attention to the estate environment; the complaints had been passed on to the estate management.

F&GP **To receive and consider the minutes of the previous meeting**  
20- The minutes of the committee meeting held 10<sup>th</sup> June 2020 had been circulated and were  
07/06 approved as an accurate record of that meeting.

F&GP **To consider and comment on the following planning applications notified:**  
20- Application ref: [PL/2020/01335/PN](#)  
07/07 Address: Junction Timberley Lane / Chester Road B34 7EH  
Proposal: Proposed installation of a 20m Telecommunications Phase 8 monopole with 3 no. new ground based equipment cabinets, 1no. equipment cabinet to be relocated & ancillary development thereto  
PC Comment: The council has no objection to the installation as it is a requirement for better communication.

Application ref: [PL/2020/01071/TPO](#)  
 Address: Northern House School, Lanchester Way, B36 0HJ  
 Proposal: 3 x Maple trees (TPO/00936 group TG2) - Reduce height by 4.5m (15ft) and cut back 3-4m overhanging from Northern House School into 2  
 PC Comment: Reliant Close.  
 The council would approve this work subject to the tree officer's comments and neighbour's concerns.

Application ref: [PL/2020/01175/MINFHO](#)  
 Address: 31 Manor Park Road, Castle Bromwich Solihull B36 0DJ  
 Proposal: Single storey rear extension  
 PC Comment: It was noted the extension extends 6m into the garden but that regulations would allow for this and the council therefore would recommend approval as long as it conforms to planning guidance and subject to neighbours' comments.

Coun Ted Richards left the meeting.

F&GP  
20-  
07/08

### Finance and payments:

**a) To note payments made during part-June/July 2020 to date.**

The list of receipts and payments, all in budget, for the month was reviewed and noted.  
List attached p4

**b) To note most recent budget comparison of actual income and expenditure against the expected income and expenditure.**

It was noted the actual income for the year to date would fall short of expected income due to Covid-19 closure of Arden Hall. The analysis was shared on screen for all cost centres; in summary –

Summary of Income & Expenditure		Total income		Total Expenditure	
As at 30/06/2020		Budget 20/21	Actual 20/21	Budget 20/21	Actual 20/21
Democratic Services	Precept	337,453	168,726	132,250	28,877
	All other	950	24,372		
Arden Hall		65,000	6,870	199,150	28,241
Bar		25,000	-	23,330	2,318
Theatre Workshop		600	-	-	77
Pavilion		10,000	6,776	50,350	10,084
Open Spaces		4,093	-	82,600	18,149
<b>Total income</b>		<b>443,096</b>	<b>206,744</b>	<b>487,680</b>	<b>87,746</b>

Members noted it would be necessary to pay for extra cleaning and hygiene requirements during Covid-19 and therefore related costs would increase. For this reason, at its next meeting the Council would be asked to approve:

- i. a professional deep clean of the pavilion, and
- ii. the purchase of a scaffolding tower for use inside Arden Hall and outside in the park for example to be used when cutting hedges.

F&GP  
20-  
07/09

### Contracts

**a) Review of electricity contract**

The procurement group currently being used cannot provide any idea of costs for the next year or 2 years and the current contract ends in October. An alternative procurement group, Utility Aid, had provided quotes from 4 different suppliers for the council's four meters which were reviewed by the committee, from which

**It was agreed** to recommend to the council to enter into a 24-month contract for the provision of electricity with Corona via the services of Utility Aid. The projected annual costs for the period would be £9,052 for the standard meters and £9,900 for the half-hourly electricity meter (costs correct at time of meeting, but subject to market change).

**b) Review of telephony systems and contracts**

As previously discussed, the telephony system covering the three Arden Hall sites (booking office, pavilion and council office) currently relies on an unreliable, ageing internal phone system that is a separate phone to the telephone system on each site and each site has a separate system (ie no way of being able to transfer a call from the council office to the pavilion); there are four different providers for telephone calls and broadband and there is no wi-fi availability.

Additionally, members noted the requirement for lone workers to be provided with a mobile phone when out on site; one for the council officer and one for the wardens. The equipment could be used to facilitate a clocking-in system and a tracking system to aid personal safety.

**It was agreed** to accept the quotation provided by Mainstream Digital which would bring all services under one provider; there would be an initial capital outlay for the installation and user training of £2589, wi-fi solution £655, and additional peripheral costs £377 to £487. To add to this two linked mobile phones for lone-worker use.

The ongoing monthly charges would be - phone lines and broadband £102.98 pcm, plus maintenance £27.33pcm (current standing cost is £167.92) and call charges at MS06 rates.

F&GP  
20-  
07/10

**Governance**

**a) To agree the calendar for policy reviews** (see pages 5 & 6)

The calendar, attached, which had been circulated to members with the agenda, was reviewed and noted; the Health and Safety Policy reviews would be included.

Members worked through and considered each of the listed procedure documents. Whilst reviewing each procedure it was noted there may be a problem with payment of wages next week due to the absence of one of the two remaining bank signatories. Members agreed to ask one of the recently departed signatories, if willing, to approve payments as an emergency requirement.

Also, it was noted there is a requirement to provide public information relating to Health and Safety procedures in Arden Hall and the pavilion, and the named responsible person.

The calendar would be updated throughout the year.

**b) To agree the council's Risk Management Policy**

The policy was introduced and seven areas of risk identified:

- i. Financial control
- ii. Financial Management
- iii. Governance
- iv. Assets and Liabilities
- v. People (Councillors, Staff and volunteers)
- vi. Systems and Processes
- vii. Procurement

It was agreed to consider one area of risk at each successive committee meeting over the next 7 months.

**c) Risk Strategy and Assessments** (see page 7)

The risk management schedule was reviewed. This is an ongoing document which can be reviewed monthly to ensure compliance.

F&GP  
20-  
06/11

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

- i. It was noted the children's play area could not yet be re-opened due to inability to assert a one-way system or keep the equipment clean. Quotes were required for installation of complete covering of safety surfacing (not patching).
- ii. The clerk was asked to keep the number of agenda items to a manageable level.
- iii. Staff were thanked for providing paper copies of the agenda and reports.

F&GP  
20-  
06/12

**Date and time of next meeting of this committee**

It was agreed to meet on Wednesday 9<sup>th</sup> September 2020; at 6.30pm if held online via Zoom.

This meeting ended at 8.30pm

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

Dated

Minute no. 20-07/08 (a)

RECORD OF RECEIPTS AND PAYMENTS FOR PART-MONTHS JUNE/JULY 2020 (05/06/2020 to 05/07/2020)									
voucher no	For presentation to Finance and General Purposes Committee meeting 08/07/2020					PAYMENTS			
	Payee	Reason	Inv No.	Date of Inv.	Receipts	Gross	VAT	Net	
	SMBC	Business rates	50240751	05.05.2020		£ -	£ -	£ -	
	Suez/SITA	Waste removal from all sites				£ -	£ -	£ -	
	Retail Merchant	Card pay machines				£ -	£ -	£ -	
	EMS	Card pay machines				£ -	£ -	£ -	
	Mainstream Digital	Telephone calls and system rental	974343	30.06.2020		£ 154.91	£ 25.83	£ 129.08	
	Lloyds bank	Bank charges, a/c 06916381	311895857	08.06.2020		£ 20.00	£ -	£ 20.00	
	SMBC LDC	Refuse sacks, heavy duty	343238	10.06.2020		£ 36.83	£ 6.14	£ 30.69	
	Total	Electricity energy supply, May		13.06.2020		£ 18.97	£ 0.91	£ 18.06	
	Total	Electricity energy supply, May		13.06.2020		£ 94.16	£ 4.49	£ 89.67	
	Total	Electricity energy supply, May	All dated 13/06/20	13.06.2020		£ 219.92	£ 36.65	£ 183.27	
	Total	Electricity energy supply, May		13.06.2020		£ 255.32	£ 42.55	£ 212.77	
	Staff Purchases - Y Smith	Postage Stamps		17.06.2020		£ 17.80	£ -	£ 17.80	
		Anti-bac products	18062020	18.06.2020		£ 76.47	£ 15.29	£ 91.76	
		Postage Stamps		18.06.2020		£ 115.48	£ -	£ 115.48	
	Peninsula	HR Services, Jun 2020	U001623243	18.06.2020		£ 391.59	£ 65.27	£ 326.33	
	Peninsula	HR Services, May 2020	U001559861	18.05.2020		£ 391.59	£ 65.27	£ 326.33	
	Peninsula	HR Services, Apr 2020	U001512000	18.04.2020		£ 391.59	£ 65.27	£ 326.33	
	Peninsula	HR Services, Mar 2020	U001451186	18.03.2020		£ 391.59	£ 65.27	£ 326.33	
	Peninsula	Cancellation fee face2face	38793	31.01.2020		£ 240.00	£ 40.00	£ 200.00	
	Peninsula	Credit note to cancellation fee	Cr38793A			-£ 120.00	-£ 20.00	-£ 100.00	
	Fairways	Grounds Maintenance	12-20-10556	01.03.2020		£ 1,940.50	£ 323.42	£ 1,617.08	
	DKE Audit Services	Internal Audit Services	32	22.06.2020		£ 150.00	£ -	£ 150.00	
	Konica Minolta	Photocopying Council Office	1151324744	24.06.2020		£ 55.70	£ 9.28	£ 46.42	
	Espo	Gas supply	G1136039	24.06.2020		£ 38.43	£ 1.83	£ 36.60	
	R Gorton	Face masks for staff	29052010	29.05.2020		£ 100.73	£ -	£ 100.73	
	Gill Lungley	Council Admin Support	20/21-004	30.06.2020		£ 1,600.00	£ -	£ 1,600.00	
	Fairways	Grounds Maintenance	04-21-10956	01.07.2019		£ 1,940.50	£ 323.42	£ 1,617.08	
	Microshade	Hosted IT application service	13290	01.07.2020		£ 266.34	£ 44.39	£ 221.95	
	Rialtas	Bookings Support & Maintenance	SM21879	01.07.2020		£ 355.20	£ 59.20	£ 296.00	
	DM Payroll Services Ltd	Payroll Services	1043	02.07.2020		£ 427.50	£ -	£ 427.50	
	Staff Purchases - Rachel Gorton	Paint AH		02.07.2020		£ 39.98	£ 6.70	£ 33.28	
		Door Closers AH	02.07.2020	02.07.2020		£ 74.95	£ 12.49	£ 62.46	
		Sandpaper/Paint AH		16.06.2020		£ 15.88	£ 2.65	£ 13.23	
	DVS	CCTV Managed Service	21245	01.07.2020		£ 30.00	£ 5.00	£ 25.00	
	DVS Voice and Data	Broadband	10209612	01.07.2020		£ 16.80	£ 2.80	£ 14.00	
	HMRC	PAYE and NI for June 2020	HMRC M3	30.06.2020		£ 1,266.47	£ -	£ 1,266.47	
	WMPF	Staff pensions, June 2020	Pensions M3	30.06.2020		£ 2,527.58	£ -	£ 2,527.58	
	Unity Trust Bank	Service charges for June 2020 (disb)	statement	30.06.2020		£ 18.00	£ -	£ 18.00	
	Unity Trust Bank	Service charges for June 2020 (salaries)	statement	30.06.2020		£ 18.00	£ -	£ 18.00	
	Unity Trust Bank	Service charges for June 2020 (general)	statement	30.06.2020		£ 20.55	£ -	£ 20.55	
	Lloyds bank	Service charges for	statement			£ -	£ -	£ -	
	Office purchases via G Lungley	Zoom - online meetings subscription, May	Inv20353007	13.05.2020		£ 14.39	£ 2.40	£ 11.99	
		Zoom - online meetings subscription, Jun	Inv25728030	13.06.2020		£ 14.39	£ 2.40	£ 11.99	
		WM Jobs advertisement	CAS-026954	01.07.2020		£ 237.60	£ 39.60	£ 198.00	
	Tactile Technology	Broadband - February 2020, outstanding	20189	29.02.2020		£ 47.94	£ 7.99	£ 39.95	
	Tactile Technology	Broadband - June	20450	30.06.2020		£ 47.94	£ 7.99	£ 39.95	
	<b>SALARIES</b>								
	Salaries m3	Staff salaries (net)	month 3	28.06.2020		£ 1,674.06	£ -	£ 1,674.06	
	Salaries week 10	Staff salaries (net)	week 10	12.06.2020		£ 1,532.76	£ -	£ 1,532.76	
	Salaries week 11	Staff salaries (net)	week 11	19.06.2020		£ 1,591.94	£ -	£ 1,591.94	
	Salaries week 12	Staff salaries (net)	week 12	26.06.2020		£ 1,607.84	£ -	£ 1,607.84	
	Salaries week 13	Staff salaries (net)	week 13	03.07.2020		£ 1,731.51	£ -	£ 1,731.51	
				Totals		£ 22,099.70	£ 1,264.48	£ 17,526.45	
	<b>INCOME</b>								
	Weight Watchers	Hall hire	InvHM	12.06.2020	£ 146.24				
	Age Concern	Hall hire	InvHM	15.06.2020	£ 32.50				
	Castle Bromwich cricket club	Pavilion hire (2019)	InvPav	18.06.2020	£ 1,000.00				
	Castle Bromwich cricket club	Pavilion hire (2019)	InvPav	24.06.2020	£ 5,666.00				
	Individual hall hire, RG	Hall hire	InvHM	26.06.2020	£ 112.50				
	Castle Bromwich cricket club	monthly pay	InvPav	29.06.2020	£ 10.00				
				totals	£ 6,967.24				



## CASTLE BROMWICH PARISH COUNCIL POLICY REVIEW CALENDAR

To ensure the council is working within current legislation and guidelines, all policies and procedures should be reviewed regularly and at least once every three years.

ITEM	When to review and by whom	Minuted record	Date of next review
Annual Report/action plan	Chairman to prepare for Annual Parish meeting working with the Clerk	N/A Covid-19	Feb 2021
Appointments to other bodies	Annual Council meeting		May 2021
Asset mapping/register	Annual Council meeting		ongoing
Asset valuations	Annually, by the Clerk/RFO		ongoing
Solihull Area Committee reps	Annual Council meeting		May 2021
Calendar of meeting dates	Annual Council meeting	May 2020	May 2021
Committee appointments	Annual Council meeting	Ongoing	May 2021
Contact details (councillors)	Annual Council meeting	Ongoing	May 2021
Contracts	Electricity	July 2020	July 2022
	Gas	-	Feb 2022
	Telephone	July 2020	July 2023
	Alarm system	Ongoing	
	IT support	Feb 2020	Feb 2021
	Website provider	Feb 2020	Ongoing
	Payroll provider		Sept 2020
	Internal Auditor	Nov 2019	Sept 2020
	Asset assessor	Ongoing	
	Grounds Maintenance	2019	Feb 2022
	Tree maintenance and surgery	2019	Feb 2022
	Tills/Bars	Nov 2019	Nov 2020
	Card pay machines	Mar 2020	Mar 2021
Gen. Power of Competence	Annually at annual council meeting	n/a	May 2021
Local Council Award Scheme	At any time	n/a	
Members' Interests Register	Update at any and all times	ongoing	
Member/Officer Protocol	Annually	n/a	Sept 2020
Newsletter	Council to consider how best to proceed		
<b>Finance-related</b>			
Annual end-of-year accounts	Approved 24/06/2020		May/Jun2021
Annual Governance Statement	Approved 24/06/2020		May/Jun2021
Annual Accounting Statements	Approved 24/06/2020		May/Jun2021
Appointment of Independent Internal Audit	September 2020		
Bank authorisation levels	As per Financial Regulations		
Bank signatories			
Budget	Agreed annually Dec/Jan		
Insurance Schedule	Policy reviewed annually		
Precept	Agreed annually by end January		
Risk Management	Quarterly review of book-keeping; Annual review January		
Subscriptions (annual)	SLCC and WALC/NALC	APM	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov		
<b>Essential documents</b>												
Asset Register			■	■	■				<b>3-YEAR POLICY REVIEW CALENDAR</b>			
Code of Conduct	As and when necessary											
Complaints Procedure				■	■	■						
Financial Regulations				■	■	■						
Publication Scheme					■	■	■					
Risk Management										■		
Standing Orders					■	■	■					
<b>General Policies</b>												
Balances and Reserves								■	■	■		
CCTV									■			
Safeguarding		■										
Data Protection							■					
Document care							■					
Scheme of Delegation					■	■	■					
Freedom of Information							■					
Grant Awarding								■				
Press & Media									■			
Social Media	■											
Provision Tools							■					
Health and Safety Policy		■	■	■								
Training, staff & members										■		
										■		
<b>Staffing Policies</b>												
Disciplinary								■				
Staff Handbook						■	■	Policies shown in <b>bold type</b> relate to legal requirements				
Equal Opps		■										
Grievance								■	<b>Key:</b>			
Sickness		■						■				
Appraisal								■			■	
									■	■		
									■	■		

## SCHEDULE FOR MANAGEMENT OF RISKS AND ASSESSMENTS

Item	Frequency	Last Review	Comments/Action
<b>Parish Council Insurance Inc:</b>			
Public & Employers Liability	Annual		3-year contract with Zurich Insurance ends March 2021 <b>Individual risk assessments ongoing throughout the year</b>
Money & Fidelity Guarantee	Annual		
Personal Accident	Annual		
War Memorial	Annual		
Buildings Cover (AH,Pav.W'shop)	Annual		
Community assets	Annual		
Gas Safety Check Buildings	Annual	Nov 2019	ongoing
Fire Inspection	Twice per year		ongoing
Electrical – PAT inspection	Twice per year		ongoing
<b>Inspection of Playground:</b>			
Wardens visual	Daily		Signed Log to Hall Mgr
Wardens physical weekly	Weekly		Signed Log to Hall Mgr
Contractors	Quarterly		Signed Log to Hall Mgr
Registered Inspector	Annual	Sept 19	Sept 20
<b>Other Inspections/Maintenance:</b>			
Open Spaces- visit by Mobile Warden	Weekly		Signed Log to Hall Mgr
Trees – Arboricultural Report – Open Spaces (or as required)	Triennially	January 2020	
Goalposts H&S Contractor erects/dismantles	Seasonal / LSC	Feb 18	Checked by contractor and Cllr Beechey
Tree Maintenance and Inspections visual	Annual & On-going		Checked weekly by Wardens
<b>Financial Matters:</b>			
Banking Arrangements	Annual/Ongoing		<b>New signatories required July 2020</b>
Insurance cover	Annual		
VAT returns completed	Quarterly		
Annual Salary Review	Annual		
Bye-elections	Annual		
Budget agreed by Council	Annual	Jan 2020	
Budget monitored by F&GP and/or Council	Monthly and /or quarterly		Ongoing
Precept requested	Annual	Jan 2020	
Payments approval procedure	Monthly	Full Council	Plus F & GP
Bank Reconciliations reported to FandGP and council	Monthly and /or quarterly		
Chairman's Allowance agreed	Annual	Jan 2020	2003 Regulations
Members' Allowance agreed	Annual	Jan 2020	
Internal Audit	Annual	Jan/Apr 20	Sept 2020
External Audit	Annual		
Internal check of financial records	Ongoing		Cllrs scrutinize anytime
Bar Stock/Trading	<b>External stock check company to be appointed</b>	Monthly Report	Bar Management now in-house