

Castle Bromwich Parish Council

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NOTICE OF MEETING

The members of the **Finance & General Purposes Committee** are summoned to an online meeting of the committee at 6.30pm on Wednesday 8th July 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/84185655103?pwd=V2VBMWFkZWtkUUMvNzdDUjRvalJ5UT09>

Meeting ID: 841 8565 5103

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 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, 02/07/2020
Acting Clerk to the Council

AGENDA

- 1. Welcome from the Committee Chairman who will set out the procedure for holding this online meeting.**
- 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 10/06/2020 (attached pp 3 - 6).
- 7. Planning/Licensing Applications.**
To provide comment on the following applications notified by SMBC

Application ref:	PL/2020/01335/PN
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
Respond by:	20/07/2020 (NB This committee considered this application at the meeting held 10/06/2020 via developer's pre-application consultation)
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 Reliant Close.
Respond by:	22/07/2020
Application ref:	PL/2020/01175/MINFHO
Address:	31 Manor Park Road, Castle Bromwich Solihull B36 0DJ
Proposal:	Single storey rear extension
Respond by:	22/07/2020

Links to the plans are in the text above and have been circulated to members in advance of the meeting, and will be available to view at the meeting.

8. Finance

- a) To note payments made during parts-June/July 2020
The lists of payments will be sent by email to committee members.
- b) To note the current financial position and budget comparison – separate report

9. Contracts

- a) To agree the position regarding electricity supply contract for Arden Hall estate (choose between existing provider or new provider, report provided separately)
- b) To agree to upgrade the estate telephony system to include replacement of all existing equipment and installation of wi-fi and appoint contractor – separate report

10. Governance

- a) To agree the calendar for policy reviews – pp 7-9
- b) To agree the council's Risk Management Policy – separate document
- c) To note the ongoing risk strategy and assessments in place – separate document

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

12. Date and time of next meeting of this committee: 09/09/2020.

Members of Finance and General Purposes Committee:
Cllrs S Beechey (Chairman), Mrs A Haywood (vice-Chairman),
Mrs A Ahmed, J MacDonald, K McCoy, Mrs R Shaikh, K Shaw
Ex-officio members - Cllrs Mrs P Allen

Castle Bromwich Parish Council

MINUTES OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING
HELD IN PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 10th JUNE 2020, 7.00PM



Committee members: S Beechey (C'ttee Chairman), Mrs A Haywood (vice-Chairman), Mrs A Ahmed, Mrs P Allen, E Knibb, D Hinsley, J MacDonald, K McCoy, Mrs R Shaikh, K Shaw

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

DRAFT

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

Members of the public: SMBC ward member Coun Ted Richards from item 06/08 onwards

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

F&GP
20-06/01

Chairman's Welcome

F&GP
20-06/02

To note apologies for absence

Apologies had been received from Cllr K McCoy

F&GP
20-06/03

To receive members' declarations of disclosable interests

None received.

F&GP
20-06/04

To consider any dispensation requests if any

None received

F&GP
20-06/05

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
20-06/06

To receive and consider the minutes of the previous meeting

The minutes of the committee meeting held 20th May 2020 had been circulated and were approved as an accurate record of that meeting: 7 members in favour, 2 abstentions. Signed copy would be forwarded to the Council office in due course.

F&GP
20-06/07

To consider and comment on the following planning applications notified:

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

This application (a duplicate of PL/2020/01950) was withdrawn

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

CBPC comment The parish council has no objection to the removal of these two trees and would rely on the Tree Officer to advise appropriately.

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

Two proposed installations were noted: one outside Hickory's Smokehouse on Bradford Road, the other at the junction of Timberley Road with Bradford Road. Members are aware of a number of similar existing installations but believe these masts will be installed regardless of comments.

F&GP
20-06/08

Finance and payments:

a) To note payments made during part-May and June 2020 to date.

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

- A question was asked about business support funding; Fordbridge Town Council had received a grant of £10,000 through small business rate relief in which case it was supposed that Castle Bromwich PC could also expect to benefit from the scheme.
- In response to a question about continuing to pay for the grounds maintenance even though premises had been closed during April, it was noted Fairways had continued the grass cutting and grounds maintenance.
- Members noted the name of 'Waterplus' regarding payment for water supply.
- The council was continuing to pay for the card payment machines even though they had never been used; the company had been asked to allow for a pause in the payments schedule.

It was noted members would prefer to receive the agenda and supporting information in paper format.

b) To note most recent bank reconciliations

With apologies it was noted these were not yet available but would be sent round to all members via email shortly

c) To agree arrangements for access to bank accounts

Although agreed at the Council meeting in February to add the Acting Clerk and Support Officer as authorised bank signatories to the Lloyds bank account there had been a query as to the advisability of such action. It was noted that Local Government Act 1972, s114 relates to the security to be taken in relation to officers and appropriate insurance cover, which the council has. Members noted that it was therefore acceptable to continue with the previously agreed arrangements.

d) End of year accounts

With regard to the Annual Governance Statement, section 1 of the Annual Governance and Accountability Return (AGAR) the Support Officer explained extra paperwork required for the Intermediate Audit due to the council's annual turnover being more than £200,000 this year relates to Assertion 8 and the council's budget preparations.

Additionally, (relating to when the AGAR is to be approved at the June council meeting) members were advised they could not tick 'yes' to assertion 4 (exercise of electors' rights); this was to conform to the External Auditor's advice arising from the 2018/19 audit when insufficient time had been allocated for the period of public inspection.

It was doubtful whether assertion 5 (assessment of risks and introduction of internal controls) could be ticked positively, however a response to explain a 'no' tick would highlight the progress being made by the council to address this issue. A copy of the Annual Governance and Accountability Return had been forwarded by email to all members in advance of this meeting.

For the Accounting Statement, section 2, it was noted that an error had occurred such that the figures presented by the bookkeeper relating to last year's accounts were inconsistent by £25. Rather than amend last year's approved figures, the bookkeeper's

anomaly would be amended to show £25 less in total cash at the end of the 2019/20 financial year. This would be accounted for in the 2020/21 financial year.

F&GP
20-06/09 **Internal Audit report**
Members confirmed the Internal Auditor's report had been reviewed and an Action Plan prepared and approved by the Working Party which is to be forwarded to all. The council's Standing Orders and Financial Regulations had been reviewed and amended and will be put for approval to the next meeting of the Council.
The Committees' Terms of Reference had yet to be reviewed and an informal meeting is to be arranged over the next fortnight.

F&GP
20-06/10 **Policies**
a) To approve the council's Statement of Internal Financial Controls
This document to be used as reference document by the Finance and General Purposes Committee.
A comment was made relating to the description of the Proper Officer in the first paragraph as 'Head of Paid Services' which was at odds with a decision made 2 years ago but which had not been implemented. The Staffing Committee is to review this and in the meantime the following words 'subject to amendment' would be added at the end of the 'Proper Officer' paragraph ie "...other duties are detailed in the Clerk's job description, subject to amendment".

b) To approve the council's Internal Controls Policy
The members approved the Internal Controls Policy for ratification by the Council.

A paper copy of both is to be forwarded to all members

c) To review existing policies
A long list had been found of existing policies which is to be weeded out to identify those policies requiring review. A policy review calendar is to be issued in due course.

Borough Council ward member, Coun Richards left the meeting.

F&GP
20-06/11 **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

The current administration function provided through the Acting Clerk and the Support Officer is unsustainable; insufficient hours are available to meet the needs of the Clerk's role and the Council is urged to move forward with the appointment of a new Clerk via the auspices of the Staffing Committee.

In the absence of approved Terms of Reference, it was agreed the Staffing Committee would meet under temporary Terms of Reference which would be solely concerned with the appointment of a new Clerk and would include clarification of the Clerk's job description that currently appears to be in dispute amongst a number of council members.

It was agreed the Staffing Committee would meet 16/06/2020 at 6.30pm.

F&GP
20-06/12 **Members to suggest items for the next meeting of this committee:**
- Children's play area surfacing.
- Addition of two new authorisers to the Unity Bank account

F&GP
20-06/13 **Date and time of next meeting of this committee**
It was agreed to meet on Wednesday 8th July 2020 at 6.30pm, online via Zoom.

This meeting ended at 8.00pm

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

Dated

Minute no. 20-06/08 (a)

RECORD OF RECEIPTS AND PAYMENTS FOR PART-MONTH JUNE 2020 (to 09/06/2020)							
For presentation to Finance and General Purposes Committee meeting 10/06/2020					PAYMENTS		
Payee	Reason	Inv No.	Date of Inv.	Receipts	Gross	VAT	Net
SMBC	Business rates	50240751	05.05.2020		£ 1,372.00	£ -	£ 1,372.00
ESPO	Gas energy supply, April	G1132272	21.05.2020		£ 85.17	£ 4.06	£ 81.11
SMBC	143 Water Orton R, access licence	119400	18.05.2020		£ 291.00	£ 48.00	£ 243.00
Total	Electricity energy supply, April	213059797/20	19.05.2020		£ 192.75	£ 32.12	£ 160.63
Total	Electricity energy supply, April	213059819/20	19.05.2020		£ 131.08	£ 6.25	£ 124.83
Total	Electricity energy supply, April	213059808/20	19.05.2020		£ 14.48	£ 0.69	£ 13.79
Total	Electricity energy supply, April	213059786/20	19.05.2020		£ 227.28	£ 37.88	£ 189.40
Midland Forestry	Tree surgery, urgent works	17949	28.05.2020		£ 3,480.00	£ 580.00	£ 2,900.00
Fairways	Grounds maintenance	03-21-10856CBPC	01.06.2020		£ 1,940.50	£ 323.42	£ 1,617.08
Gill Lungley	PC support services, May 2020	20/21-003	31.05.2020		£ 1,600.00	£ -	£ 1,600.00
DVS Managed Service	CCTV managed service	DVS-MS-21183	01.06.2020		£ 30.00	£ 5.00	£ 25.00
Microshade	Hosted IT application service	13170	01.06.2020		£ 266.34	£ 44.39	£ 221.95
DVS Voice and Data Ltd	1 x BTW ADSL2+ Mkt B Unmetered	10116197	31.05.2020		£ 16.80	£ 2.80	£ 14.00
Mainstream Digital	telephone calls May, line rental for qtr	970624	31.05.2020		£ 135.85	£ 22.64	£ 113.21
SMBC LDC	Arden Hall cleaning supplies	341377	27.05.2020		£ 28.74	£ 4.79	£ 23.95
SMBC LDC	Arden Hall cleaning supplies	341358	27.05.2020		£ 140.98	£ 23.50	£ 117.48
SMBC LDC	pavilion cleaning supplies	341355	27.05.2020		£ 78.12	£ 13.02	£ 65.10
Waterplus	water supply, used water and surface water drainage for 3 months to 31/05/2020	3805784	31.05.2020		£ 989.45	£ -	£ 989.45
Suez	Waste collection	31904535	31.05.2020		£ 528.22	£ 105.64	£ 633.86
Staff purchase, YS	printer ink	Argos	02.06.2020		£ 38.49	£ 6.42	£ 32.08
HMRC	PAYE and NI for May 2020	HMRC M2	05.06.2020		£ 1,744.04	£ -	£ 1,744.04
WMFP	Staff pensions, May 2020	Pensions M2	05.06.2020		£ 3,349.75	£ -	£ 3,349.75
Lloyds bank	Service charges for May 2020	statement 29			£ 20.00	£ -	£ 20.00
Tactile Technology	Tactile Connect FTTC 80/20	20410	31/05/2020		£ 47.94	£ 7.99	£ 39.95
Horizon	Bar stock (Feb/Mar 2020)	statement 31/05/20			£ 36.31	£ 6.05	£ 30.26
SALARIES							
Salaries m2	Staff salaries (net)	month 2	28.05.2020		£ 1,585.32	£ -	£ 1,585.32
Salaries week 8	Staff salaries (net)	week 8	29.05.2020		£ 1,635.20	£ -	£ 1,635.20
Salaries week 9	Staff salaries (net)	week 9	05.06.2020		£ 2,047.49	£ -	£ 2,047.49
Salaries week 10						£ -	
			Totals		£ 22,053.30	£ 1,274.65	£ 20,989.93
INCOME							
CCLA Public Sector deposit	investment for month to 31/05/2020			£ 43.46			
Lloyds bank	Bank interest, May 2020			£ 3.43			
HMRC	VAT repay			£ 7,115.46			
HMRC	Job retention support (to 06/05/2020)			£ 2,094.56			
Solihull MBC	Parish Council Covid-19 support grant			£ 24,241.00			
Misc hire, DT	Hall hire			£ 90.00			
Misc hire, CBSW	Pavilion hire?			£ 10.00			
HMRC	Job retention support (to 13/05/2020)			£ 1,352.53			
Misc hire, Mrs JKB	Hall hire			£ 105.00			
			totals		£ 35,055.44		

DRAFT



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	Prepare for Annual Parish meeting		
Appointments to other bodies	Annual Council meeting		
Asset mapping/register	Annual Council meeting		
Asset valuations			
Solihull Area Committee reps	Annual Council meeting		
Calendar of meeting dates	Annual Council meeting		
Committee appointments	Annual Council meeting		
Contact details (councillors)	Annual Council meeting		
Contracts	Electricity		
	Gas		
	Telephone		
	Alarm system		
	IT support		
	Website provider		
	Payroll provider		
	Internal Auditor		
	Asset assessor		
	Grounds Maintenance		
	Tree maintenance and surgery		
	Tills/Bars		
	Card pay machines		
Gen. Power of Competence			
Local Council Award Scheme			
Members' Interests Register			
Member/Officer Protocol			
Newsletter			
Finance-related			
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: Society Local Council Clerks	APM	
	WALC/NALC: Warwickshire & West Midlands Association of Local Councils / National Association of Local Councils	APM	

3-year policy and documents review calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov
Essential documents										
Asset Register										
Code of Conduct	As and when necessary									
Complaints Procedure										
Financial Regulations										
Publication Scheme										
Risk Management										
Standing Orders										
General Policies										
Balances and Reserves										
CCTV Management										
Child Protection										
Data Protection										
Document Retention & Disposal										
Scheme of Delegation										

