

Castle Bromwich Parish Council

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

MEETING HELD ONLINE via 'ZOOM'

WEDNESDAY 9th SEPTEMBER 2020, 6.30pm



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

Ex officio members: Cllrs Mrs P Allen (Council Chairman), K Shaw (Council vice-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: none.

F&GP
20-09/01

Chairman's Welcome

All were welcomed to the meeting.

It was noted Cllr K Shaw had previously resigned from this committee but had since been appointed to the position of Council vice-Chairman and was therefore expected to attend in an *ex-officio* capacity. It was believed this had not been pointed out to him and he was not present.

F&GP
20-09/02

To note apologies for absence

Apologies had been received from Cllr K McCoy due to business commitments.

F&GP
20-09/03

To receive members' declarations of disclosable interests

None received.

F&GP
20-09/04

To consider any dispensation requests if any

None received

F&GP
20-09/05

Public Question Time - To hear from members of the public

None were present.

F&GP
20-09/06

To receive and consider the minutes of the previous meeting

The minutes of the committee meeting held 8th July 2020 had been circulated and were approved as an accurate record of that meeting.

F&GP
20-09/07

Confirmation of the Committee's Terms of Reference

The draft terms of reference were presented for approval. With regard to frequency of meetings, it was suggested to meet every other month on a trial basis.

Cllr Beechey left the meeting at this point. Cllr Mrs A Haywood took the chair and dealt with item 08. When Cllr Beechey returned, members agreed to trial meetings to be held every other month (odd months).

Comments included the wish to remain monthly because if held every two months the workload of each meeting would increase. It was suggested that scrutiny of the accounts could be made prior to the start of every full council meeting.

It was agreed to meet every other month for a trial period and for the accounts to be scrutinised prior to the monthly full council meetings.

F&GP
20-09/08

To consider and comment on the following planning applications notified:

Application ref: Address: Proposal: PC comment:	PL/2020/01616/MINFHO 38 Cranmore Road B36 9HJ Rear single storey and side two storey and front single storey extensions Members commented that with the dormer extensions that are shown on the plans but not yet built, this is quite an extensive extension in this area, where it would be a change to the existing street scene. However would approve the application subject to neighbours' comments.
Application ref: Address: Proposal: PC comment:	PL/2020/01763/MINFHO 2 Springbrook Close, B36 9TU First floor side extension and garage conversion Would approve subject to neighbours' comments.
Application ref: Address: Proposal: PC comment:	PL/2020/01424/MINFHO 21 Neville Road, Castle Bromwich B36 9HP Single storey rear, side and connect to existing porch to create open plan kitchen family room. New Shower room, utility room and play/study room. Would approve subject to neighbours' comments
Application ref: Address: Proposal: Response	PL/2020/01725/TPO 2 Lyndon Close Castle Bromwich Solihull B36 0AJ One yew tree in front garden to be pruned back by 2m (crown reduction) as it is oversized, blocking light and growing over public pavement. Already submitted via delegation: "The Parish Council would approve this application subject to comments from the Tree Officer".

It was noted that the government is to amend the rules relating to approval of planning applications and members will wait for further updates.

SMBC has been asked to provide assistance to the parish council with regard to how and what input they expect from the parish council.

Cllr Beechey re-joined the meeting.

A list of decisions relating to planning applications the parish council has commented on in the past was circulated to update members.

F&GP
20-09/09

Finance and payments:

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

The list of receipts and payments, all in budget, for the month was reviewed and noted. Cllr Mrs A Haywood confirmed that when authorising online payments, she checks with all paperwork, the payments lists and copy of all invoices provided. List attached p5

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

In summary –

Summary of Income & Expenditure		Total income		Total Expenditure	
		Budget 20/21	Actual 20/21	Budget 20/21	Actual 20/21
As at 31/08/2020					
Democratic Services	Precept	337,453	168,726	132,250	40,891
	All other	950	34,460		
Arden Hall		65,000	6,969	199,150	43,384
Bar		25,000	-	23,330	4,726
Theatre Workshop		600	-	-	77
Pavilion		10,000	6,796	50,350	15,175
Open Spaces		4,093	-	82,600	28,066
Total income		443,096	216,951	487,680	132,320

The full budget comparison had been circulated by email to members immediately prior to the start of this meeting. The reason for the skewed figures relating to wages, NI and pensions is due to the different way of recording in the cash book – the total amount is the same but the split between employer's / employee's NI, PAYE and pension has been recorded differently to the way the budget was set up.

Members were advised it had not been possible to produce a bank reconciliation to 31/08/2020 since office staff still did not have online access to the Lloyds bank account and no bank statements had yet been received for the month. The UTB statements had been reconciled to 31/08/2020.

It was agreed to add the new Clerk to the bank mandate for Lloyds and Unity Trust Banks to ensure online access to both accounts.

Local Government Act 1972, s111, s114 & s151

The current under-achievement of income, due to covid-19 related closure of Arden Hall and restrictions on hire, was noted with regard to receipt of funding support from SMBC and reduced overheads.

The LSC had recommended the purchase of new, foldable and lightweight tables for the pavilion which would provide greater flexibility for hirers at a cost of £471.50.

It was agreed to purchase the new tables (from Pavilion furniture budget: £1,500).

Local Government (Miscellaneous Provisions) Act 1976, s19

BT With the new telephone and wi-fi system now in place, members were notified the quarterly direct debit to BT would need to cease and approved a letter to the bank to let them know.

As some members were finding it difficult to meet online, and although meeting remotely continues to be advised by NALC, it is now possible to hold hybrid council meetings where some councillors would meet face-to-face and others would meet remotely online.

It was agreed to purchase appropriate hardware such as microphone, speakers and visual display unit.

Local Government Act 1972, s111.

c) To update the Council's Action Plan and agree next actions.

Members revisited the plan arising from the recommendations put forward from the Internal Auditor's Interim Report which had been reviewed by the working party on 28/05/2020. Updates on each recommendation were provided. The updated Action Plan is retained as a separate document appended to these minutes.

F&GP
20-09/10

Contracts

The minutes of the meeting held 08/07/2020 included at page 7 a list of the areas where contracts with external providers may exist. It was noted the contracts for electricity and telephony had been reviewed at the meeting on 08/07/2020; additional providers include for HR/staffing support, the printer/scanner/copiers and for fire maintenance and PAT testing.

The review dates for the contracts were agreed as follows:

	Date agreed	Date of next review
Electricity	July 2020	July 2022
Gas	-	Feb 2022
Telephone	July 2020	July 2023
Alarm system and CCTV*	Ongoing	
IT support	Feb 2020	Feb 2021
Website provider	Feb 2020	Ongoing, none in place currently
Payroll provider		Sept 2022
Internal Auditor	Nov 2019	Sept 2021
Asset assessor	Ongoing w.i.p	

Grounds Maintenance	2019	Feb 2022 with interim assessment on compliance and suitability
Tree maintenance and surgery	2019	Feb 2022
Tills/Bars	Nov 2019	Nov 2020
Card pay machines	Mar 2020	Mar 2021
HR/Staffing	May 2019	Feb 2022
Printer/copier/scanners**	Aug 2020	Apr 2025 (Arden Hall)
Fire maintenance & PAT testing***	Not known	Quotes to be obtained

*Cllr Mrs A Shaikh Ahmed left the meeting during discussion of this point (8pm)

**Both the PC office & Arden Hall printers to be brought under one contractor in due course.

***To consider PAT testing is brought in-house (requires purchase of testing equipment and qualified tester) and for the fire maintenance checks to establish a specific contract rather than an informal arrangement.

Members agreed the review of contracts should include facilities hire contracts (Arden Hall, pavilion, sports field etc) to check hirers are asked to provide proof of insurance cover and risk assessments where appropriate, now including arrangements for Covid-19.

F&GP
20-09/11

Governance

a) Policy reviews

- i. **Reserves and Investment Strategy.** This policy is required to comply with the legal requirement placed on all councils with investments of more than £100,000 (Local Government Act 2003, as updated via MHCLG guidance issued 2018)

Cllr MacDonald left the meeting at this point (8.30pm)

It was noted the council should have in place a medium-term financial plan and prepare a contingency plan (NB this is different to including a 'contingency' amount in the annual budget).

- ii. **Grant Awarding Policy** including application form: the revised policy includes clarification of the activities that will be approved by the council and those that will not be supported.
- iii. **Data Protection Policy** has been updated to include the privacy statement.
- iv. **Document Retention and Disposal Policy**

It was agreed to recommend adoption of policies i to iv above to the next meeting of the parish council.

b) To continue Risk Management Policy review

Rather than deal with on a monthly basis, members agreed to speed up the process and to meet as a working party to review the individual risk areas.

c) Risk Strategy and Assessments

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

F&GP
20-09/12

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

- i. Hire charges.

F&GP
20-09/13

Date and time of next meeting of this committee

It was agreed to meet on Wednesday 11th November 2020; at 6.30pm if held online via Zoom although to follow up the possibility of holding hybrid meetings (current maximum of 6 meeting face to face and others online)

This meeting ended at 8.50pm

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

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Dated

Minute no. 20-09/09 (a)
Record of payments made during August

RECORD OF RECEIPTS AND PAYMENTS FOR AUGUST 2020								
voucher no	ms recorded below for payment fall within budget and can therefore be authorised for pay					PAYMENTS		
	Payee	Reason	Inv No.	Date of Inv.	Receipts	Gross	VAT	Net
263 - 265	Salaries week 18	Staff salaries (net) (already paid)		07.08.2020		£ 1,884.33	£ -	£ 1,884.33
266-268	Salaries week 19	Staff salaries (net) (already paid)		14.08.2020		£ 1,894.22	£ -	£ 1,894.22
269	Suez (already paid)	waste collection invoice due Mar	31817834	29.02.20		£ 726.41	£ 121.07	£ 605.34
270	SMBC	Monthly rates, Arden Ha	50240751	01.08.20		£ 1,372.00	£ -	£ 1,372.00
271	Mainstream Digital	Telephone calls (direct d	978130	31.07.20		£ 24.57	£ 4.10	£ 20.48
272	SMBC	Repairs and maintenance, Ar	345715	22.07.2020		£ 30.60	£ 5.10	£ 25.50
273	HMRC	NI/PAYE (already paid)		05.07.2020		1,866.15	£ -	£ 1,866.15
274	WMPF	Pensions (already paid)		05.07.2020		392.77	£ -	£ 392.77
275-277	Salaries week 20	Staff salaries (net) (already paid)		21.08.2020		1,886.68	£ -	£ 1,886.68
278	Salaries m5	Staff salaries (net) (already paid)		28.08.2020		1,982.57	£ -	£ 1,982.57
279a	Rachel Gorton	Hand Sanitiser	2072020	02.07.2020		£ 19.95	£ -	£ 19.95
280	Npower	Annual Charges meter ope	89040809	13.07.2020		£ 318.00	£ 53.00	£ 265.00
279b	Rachel Gorton	Paint for stage	21072020	21.07.2020		£ 13.30	£ 2.22	£ 11.08
279c	Rachel Gorton	Batteries/photographic p	22072020	22.07.2020		£ 12.99	£ -	£ 12.99
279d	Rachel Gorton	Emulsion for Pavilion	22072020	22.07.2020		£ 17.99	£ 2.99	£ 15.00
281	SMBC LDC	Cleaning Materials Pavil	345776	24.07.2020		£ 78.11	£ 13.02	£ 65.09
279e	Rachel Gorton	Gloves Pavilion & Open	26072020	26.07.2020		£ 19.98	£ -	£ 19.98
282	Tactile Technology	Broadband supply	20527	31.07.20		£ 47.94	£ 7.99	£ 39.95
283	Suez	Waste collection	32011632	31.07.2020		£ 678.96	£ 113.16	£ 565.80
284	Microshade	IT Support	13412	01.08.20		£ 266.34	£ 44.39	£ 221.95
285	DVS	Broadband supply	10275044	01.08.20		£ 16.80	£ 2.80	£ 14.00
286	Fairways	Grounds Maintenance	05-21-110560	01.08.2020		£ 1,940.50	£ 323.42	£ 1,617.08
287	Whitehill Direct Limited	Noticeboard for Hob Far	6053	01.08.2020		£ 294.00	£ 49.00	£ 245.00
279f	Rachel Gorton	Face Shield	4082020	04.08.2020		£ 15.89	£ 2.65	£ 13.24
288	Lloyds	Bank Charges (direct de	317203245	05.08.2020		£ 20.00	£ -	£ 20.00
289	SMBC LDC	Dispenser & Signage	347458	05.08.2020		£ 35.10	£ 5.85	£ 29.25
279g	Rachel Gorton	Phone cases for mobiles	5082020	05.08.2020		£ 15.98	£ -	£ 15.98
290	WALC	A Haywood Finance Tra	20471	07.08.2020		£ 30.00	£ 5.00	£ 25.00
279h	Rachel Gorton	Padlock for Hob Farm	9082020	09.08.2020		£ 7.99	£ -	£ 7.99
279i	Rachel Gorton	Screen Protector for mo	9082020	09.08.2020		£ 3.90	£ 0.65	£ 3.25
291	Total (Electricity)	Arden Hall	218694790/20	09.08.2020		£ 555.78	£ 92.63	£ 463.15
292	Total (Electricity)	Pavilion	218694800/20	09.08.2020		£ 527.84	£ 87.97	£ 439.87
293	Total (Electricity)	PC Office	218694811/20	09.08.2020		£ 21.18	£ 1.01	£ 20.17
294	Total (Electricity)	Arden Hall 2	218694822/20	09.08.2020		£ 135.85	£ 6.47	£ 129.38
295	RMS	Card Machines (direct d	6356607	10.08.2020		£ 15.54	£ 2.59	£ 12.95
296	SMBC	Thermometer - Covid	347542	10.08.2020		£ 59.40	£ 9.90	£ 49.50
297	ESPO	Gas supply, Arden Hall	G1139482	11.08.2020		£ 88.06	£ 4.19	£ 83.87
298	ESPO	Gas supply, PC Office	G1139483	11.08.2020		£ 19.53	£ 0.93	£ 18.60
299	ACAS	Training - Managing discipli	11/15774	14.08.2020		£ 110.00	£ -	£ 110.00
300	Gill Lungley	Postage, zoom, job advert	14082020	14.08.2020		£ 165.73	£ -	£ 165.73
301	Peninsula	Employment Services	U001740833	18.08.2020		£ 391.59	£ 62.21	£ 329.38
302	NPower	Annual charge DC/DA Sen	89043185	18.08.2020		£ 378.00	£ 63.00	£ 315.00
303	DVS	CCTV Managed service	21302	01.08.2020		£ 30.00	£ 5.00	£ 25.00
304-306	Salaries week 21	Staff salaries (net) (already paid)		28.08.2020		£ 1,815.48	£ -	£ 1,815.48
	Yvonne Smith	Printer Ink - home working	24082020	24.08.2020		£ 38.49	£ -	£ 38.49
Monies received, for noting:								
	CBSW	Pavilion hire, July		28/07/2020	10.00			
		Hall hire		04/08/2020	50.00			
	Contractor returnable dep	Work to rear of garden, Hob Farm		12/08/2020	1,000.00			
		Hall hire		14/08/2020	25.00			
	SMBC	Discretionary Covid-19 Fund		17/08/2020	10,000.00			
		Hall hire		20/08/2020	25.00			
					11,110.00	20,268.49	1,092.30	19,174.19