

Castle Bromwich Parish Council

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

MEETING HELD ONLINE via 'ZOOM'

WEDNESDAY 10th JUNE 2020, 6.30pm

Arden Hall, Water Orton Road, Castle Bromwich B36 9PB



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

Ex officio members: Cllrs Mrs P Allen (Council Chairman), E Knibb (Council vice-Chairman)

Committee quorum is 4 members.

Present Cllrs: S Beechey, Committee Chairman
Mrs 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

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 2 No 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This application (a duplicate of PL/2020/01950) was withdrawn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 **Members to suggest items for the next meeting of this committee:**
 20-06/12 - Children's play area surfacing.
 - Addition of two new authorisers to the Unity Bank account

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

This meeting ended at 8.00pm

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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. 20-06/08 (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
WMPF	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		