

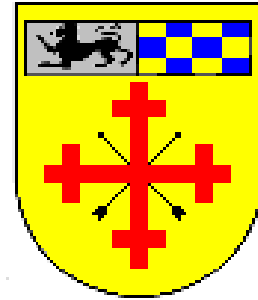
# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
Castle Bromwich, Solihull, B36 9PB

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**Chairman:** Cllr. P Allen, **Vice-Chairman:** Cllr. K Shaw

Cllr. A Ahmed-Shaikh, Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald,

Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. M Strong, Cllr. J Ward + 4 vacancies

## MINUTES OF THE FULL COUNCIL MEETING

HELD ONLINE WEDNESDAY 28<sup>th</sup> OCTOBER 2020

Members Present:	Cllr. P Allen (Chair), Cllr. K Shaw (Vice-Chair), Cllr. A Haywood, Cllr. J Macdonald, Cllr. J Riordan, Cllr. R Shaikh, Cllr. M Strong, Cllr. J Ward.
Guests in Attendance:	Lizzy Quiney, Community Development Worker, SMBC. SMBC Cllr. T Richards Hayden Wright, Dhiren Khatwa, Nick Cumings (Balfour Beatty Vinci BBV) Chris Humphries, HS2 Community Engagement Manager Midlands Phase I
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

C20-014 **Chairman's Welcome:** Cllr. Allen welcomed everyone to the meeting.

C20-015 **Apologies for Absence:** Apologies were noted from Cllr. S Beechey. Apologies had been received from Cllr. A Ahmed-Shaikh, but not picked up in time to note. Cllr. M Rashid was not present.

C20-016 **Casual Vacancy:** It was noted that, due to non-attendance, Cllr. K McCoy has ceased to be a councillor.  
**RESOLVED:** That a casual vacancy be declared in Beechcroft ward. The clerk was directed to act on behalf of the Council in announcing.

C20-017 **Declarations of Interests:** Cllr. M Strong declared an interest in item C20-23b as a standard member of Castle Bromwich Cricket Club. No dispensation was required.

C20-018 **Public Question Time:**  
Apologies were received from Saqib Bhatti MBE MP.

Lizzy Quiney, Community Development Worker SMBC, informed the Council of the new Winter Warmth Campaign and Morrison's community work including Foodbanks.

Hayden Wright, Dhiren Khatwa, Nick Cumings (Balfour Beatty Vinci BBV)  
Chris Humphries – HS2 Community Engagement Manager – Midlands Phase I

### Action

1.

A presentation was given to the Council on matters including:

- Community & Environment Fund – [hs2funds.org.uk](http://hs2funds.org.uk)
- Skills, Education and Employment
- Opportunities for local businesses: [www.competefor.com/hs2](http://www.competefor.com/hs2)
- Construction and associated works on the Bromford Tunnel including the impact of the works to Castle Bromwich and the traffic routes onto the main strategic road network. The route through Castle Bromwich village was questioned by the Council with an alternative route being suggested by SMBC Cllr. T Richards using the Collector Road which will be considered and responded to. Up to 12 HGV movements will be permitted per day, outside of school traffic hours.

The following websites will publish up-to-date information:

[Hs2inbirmingham.co.uk](http://Hs2inbirmingham.co.uk)

[Hs2insolihull.co.uk](http://Hs2insolihull.co.uk)

2.

C20-019 **Minutes:** The minutes of the Council meeting held on 30<sup>th</sup> September 2020 were agreed as a true record with 3 abstentions.

C20-020 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal	Consultation Expiry	CBPC Comment
PL/2020/01657/MINFHO	236 Chester Road Solihull B36 0JE	Single storey side & rear and first floor side & rear extensions.	29/10/2020	No objections, subject to neighbours' comment.
PL/2020/02234/MINFHO	78 Hawthorne Road Castle Bromwich Solihull B36 0HJ	Single storey front extension / garage conversion.	02/11/2020	No objections, subject to neighbours' comment.
PL/2020/01805/MINFHO	5 Farnworth Grove Castle Bromwich Solihull B36 9JA	Single storey rear extension and part side extension	05/11/2020	No objections, subject to neighbours' comment.

C20-021 **Budget:**

- a) The year-to-date budget spend was noted. The Clerk reported that this was not truly reflective of all commitments so would be updated. It was noted that a significant payment which will soon become due for asbestos work at Arden Hall had been budgeted for over a 2-year period.
- b) The proposed budget timetable was noted. It was agreed that committees should make proposals to full Council and there may need to be working party meetings ahead of a single-item extraordinary full Council meeting to approve the precept demand, ideally in December.

C20-022 **Finance and General Purposes Committee:**

- a) The re-drafted F&GP Committee's Terms of Reference were considered.  
**RESOLVED:** To adopt the Terms of Reference with the following point removed:  
4.i. ~~In consultation with the Clerk/REO, receive a detailed Leisure Services budget proposal from the Leisure Services Committee and prepare a proposal for Full Council for the annual precept demand. (Attached pp4-5)~~
- b) The current financial position and payments for October were noted. (Attached p6)
- c) The Clerk had provided the bank reconciliations which need to be checked by a member who is not on the bank mandate. Cllr. R Shaikh volunteered to do this.

3.

- d) The list of current direct debits was approved. (Attached p7)  
**RESOLVED:** That the Clerk be empowered to enter into direct debit payment arrangements with HMRC, Waterplus, Suez, Konica Minolta, Peninsula & Midshire. 4.
- e) The Clerk reported that due to systematic errors in previous bookkeeping, the opening 20-21 debtors sum of £17 630.14 is not correct. Specific invoices where debt needs to be written-off will be presented to the Council when identified.
- f) The range and appropriateness of the Council's bank accounts was discussed. The Finance and General Purposes Committee was directed to further explore and make a recommendation as to what accounts to retain.

**C20-023 Leisure Services Committee:**

- a) The draft minutes of the meeting held 7<sup>th</sup> October 2020 were noted.
- b) The appropriateness of the pool table purchased by the cricket club for the Pavilion main room was considered.  
**RESOLVED:** That Castle Bromwich Cricket Club move the pool table (which is not currently in use) to a side room (without storage charge) until a permanent decision is taken. 5.
- c) Due to current COVID-19 restrictions a service has been pre-recorded which will be broadcast on social media on Remembrance Sunday.
- d) The decision relating to the replanting of the Red Robin trees at the war memorial has been deferred to the Leisure Services Committee.

**C20-024 Council Office Report:** The Clerk reported on current Council business including the receipt of new laptops & phones, Councillor email addresses, corrections to the bookkeeping and internal control systems and that staffing issues are in hand.

**C20-025 Councillors' Reports from Outside Bodies:**

- a) **Castle Bromwich Hall Gardens:** Funding has been received from the government's Culture Recovery Fund.
- b) **Solihull Area Committee:** Nothing to report as affecting Castle Bromwich.

**C20-026 Training:** Training for Councillors is to be arranged. The clerk was directed to email councillors with prospective dates.

**C20-027 Public Bodies (Admission to meetings) Act 1960:** Not resolved as no confidential matters to discuss.

**C20-028** Date and time of the next meetings were confirmed as:

- Leisure Services Committee 4<sup>th</sup> November 2020.
- Finance and General Purposes Committee 11<sup>th</sup> November 2020.
- Staffing Committee 18<sup>th</sup> November 2020
- Parish Council 25<sup>th</sup> November 2020.

**Action Log:**

- |                           |              |
|---------------------------|--------------|
| 1) Declare Casual Vacancy | Clerk        |
| 2) HS2 Traffic Routes     | Clerk & HS2  |
| 3) Bank Reconciliations   | Clerk & RS   |
| 4) DDM                    | Clerk        |
| 5) Removal of pool table  | Hall Manager |

**This meeting ended at 8:36pm.**

.....  
 Signed as a true record of the business transacted  
 Chairman Castle Bromwich Parish Council

.....  
 Dated

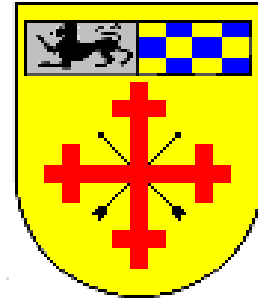
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## FINANCE AND GENERAL PURPOSES COMMITTEE

### TERMS OF REFERENCE

#### 1. MEMBERSHIP

- a) The committee shall comprise a minimum of *seven* members of the parish council (open to all) in addition to the Chair and Vice-Chair of the Council.
- b) Appointments are made by the parish council at its Annual Council meeting or as required.
- c) The committee quorum is one third of its membership, ie 3 members.

#### 2. TIMETABLE OF MEETINGS

- a) Meetings of this committee will be held at *18:30 for virtual and 19:30 for face-to-face* on the second Wednesday of every month except August at Arden Hall or as specified by the Parish Council.

#### 3. AIMS, OBJECTIVES & RESPONSIBILITIES OF THIS COMMITTEE

- a) To work with the Clerk/RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property and resources as identified in paragraph 4.
- b) To respond on behalf of the Council in a timely manner to all planning and licensing matters notified to it by Solihull MBC.

#### 4. THE FINANCE AND GENERAL PURPOSES COMMITTEE HAS THE FOLLOWING SPECIFIC DUTIES AND DELEGATED AUTHORITY:

- a) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets; to include insurance of buildings and property and maintenance of the council's asset register.
- b) To review and amend the Council's Financial Regulations annually prior to approval at the Annual Council meeting and ensure the Council is observing the regulations.
- c) To review and manage annually the Council's Internal Controls including the annual assessment of risks to ensure the Council is aware of and managing all risks.
- d) To conduct an annual review of the council's insurance policies.
- e) To monitor the financial administration of the Council.
- f) To monitor and effect compliance with its own financial procedures and all relevant statutory regulations.
- g) To receive, consider and recommend the annual accounts for Council approval.
- h) In consultation with the Clerk/RFO, annually prepare a detailed Democratic Services budget proposal for the following financial year for recommendation to the Council.
- i) To nominate one of its members each quarter to meet with the Clerk/RFO to review the council's bookkeeping and internal controls. This will entail the selection of a sample of transactions to check:
  - all anticipated income is received
  - payments are properly authorised before they are made
  - the record of income and expenditure is kept up to date
  - the petty cash record is up to date
  - that a bank reconciliation is carried out at regular intervals and
  - any financial anomalies are resolved.

- j) To monitor progress of actual expenditure compared to the budget at least quarterly and report thereon to the Council; this will include a regular report on Arden Hall's income and expenditure.
- k) To receive all reports from the independent internal audit and consider all or any recommendations provided therewith including an action plan, which is to be reported to Full Council.
- l) To receive advice from the Clerk/RFO on all aspects of finance and financial regulations, including the investment of funds and any transfer into and out of the capital fund subject to agreement by the full Council.
- m) To ensure appropriate records are maintained of all assets and that the assets are adequately controlled, risk-assessed, maintained and insured.
- n) To seek external funding, grant aid and appropriate support when required in order to adequately fulfil the Council's strategies for parish improvement.
- o) To recommend to the Council the making of investments in the long and short term.
- p) To ensure all information, as required by the Local Government Transparency Code 2015, is published on the Parish Council website.
- q) To regularly keep under review any and all monies received from Section 106 Agreements or the Community Infrastructure Levy (CIL) and identify the budget codes to determine how monies will be allocated.
- r) To consider the financial implications for all new projects and undertakings.

**5. IN CONJUNCTION WITH THE LEISURE SERVICES COMMITTEE TO CONSIDER THE FOLLOWING FOR APPROVAL BY FULL COUNCIL:**

- a) To consider forward planning and provide earmarked reserves for the replacement of equipment, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- b) To undertake an annual review of all fees, charges and allowances.
- c) To consider all aspects of the councils' service delivery and recommend accordingly.
- d) To work with the Clerk/RFO to regularly review all contracts (service provision and maintenance) to ensure the council obtains best value.
- e) To work with the Clerk/RFO on the preparation of any tender documents and ensure all procurement procedures comply not only with the council's Financial Regulations and Standing Orders but also with any and all current legal requirement.
- f) To annually review all Lease Agreements.
- g) To annually review all Service Agreements.

**6. FINANCE**

- a) Once approved, the council's budget provides all expenditure authority to effect the Council's aims for the year. Any over- or under-spend will be reported to the committee.
- b) Applications to spend outside the council's approved budget will be considered by this committee in the first instance. This committee shall have the authority to commit/spend up to £2,000 of any un-budgeted expenditure and will identify the source of the reserve fund from which it is drawn.
- c) Any amount over £2,000 will be referred for approval to the following Council meeting.

**7. PLANNING AND LICENSING**

- a) This committee has delegated authority to comment and make recommendations on planning applications, licensing applications and consultations notified by the local planning authority.
- b). In the event of a notification being received between meetings the council's Scheme of Delegation to the council's officers, which delegates authority to the Proper Officer to respond on its behalf, will be followed. Any such response will be submitted only after full consultation with all members of this committee by email or telephone, in accordance with the Scheme of Delegation and reported to the next meeting of this committee.

Committee Terms of Reference agreed at Council meeting held 28<sup>th</sup> October 2020

Review date: May 2021

C20-022 b: October Payments

	NET		GROSS	VAT	
PAID BY BACS					
433	£124.99	22/10/2020	<b>£149.99</b>	£25.00	BPS Access Solutions Ltd - 2 x 1 Metre double width end sections
TO PAY BY BACS					
385	£1,628.00	14/10/2020	<b>£1,953.60</b>	£325.60	Buy It Direct Ltd T/A Laptops Direct - 3 x HP 250 G7
407	£378.07	14/10/2020	<b>£453.68</b>	£75.61	Total Gas & Power - Electricity 01/09-30/09 PAV
408	£25.21	14/10/2020	<b>£26.47</b>	£1.26	Total Gas & Power - Electricity 01/09-30/09 AH
409	£125.74	14/10/2020	<b>£132.03</b>	£6.29	Total Gas & Power - Electricity 01/09-30/09 AH2
410	£480.26	10/10/2020	<b>£576.31</b>	£96.05	Total Gas & Power - Electricity 01/08-31/08 AH
416	£24.90	09/10/2020	<b>£29.88</b>	£4.98	Midshire Business Systems - Arden Hall printer, copier
418	£30.90	08/10/2020	<b>£37.08</b>	£6.18	Solihull MBC LDC - PO 553-pav Cleaning Consumables
419	£43.48	08/10/2020	<b>£52.18</b>	£8.70	Solihull MBC LDC - PO 552-AH Cleaning Consumables
421	£329.38	18/10/2020	<b>£391.59</b>	£62.21	Peninsula - HR support
423	£160.00	13/10/2020	<b>£192.00</b>	£32.00	Phillips Heating and Mechanical Service - Pavilion Disabled toilet repairs
424	£596.06	30/09/2020	<b>£715.27</b>	£119.21	Suez Recycling and Recovery UK - Waste collection 01-30/09/20
425	£272.69	01/10/2020	<b>£327.23</b>	£54.54	Microshade Business Consultants Ltd - IT support
426	£1,756.63	01/10/2020	<b>£1,756.63</b>	£0.00	G M Lungley – Professional Support
427	£1,617.07	01/10/2020	<b>£1,940.50</b>	£323.43	Fairways Contracting Ltd - Grounds Maintenance September
428	£81.13	13/10/2020	<b>£85.19</b>	£4.06	ESPO - Gas 31/08-30/09/20 AH
429	£18.00	13/10/2020	<b>£18.90</b>	£0.90	ESPO - Gas 31/08-30/09 PC Office
430	£90.95	07/10/2020	<b>£109.14</b>	£18.19	Earth Anchors Ltd - HGN Post for litter bin
431	£25.00	01/10/2020	<b>£30.00</b>	£5.00	DVS Voice and Data Ltd - Managed Service, CCTV
432	£110.00	08/10/2020	<b>£110.00</b>	£0.00	ACAS - GB Staff training - Changing Terms of employment
434	£245.99	06/10/2020	<b>£292.19</b>	£46.20	Solihull MBC LDC - PO 547PAV Cleaning Consumables
435	£36.66	22/10/2020	<b>£43.99</b>	£7.33	Screwfix Direct Ltd - R Gorton Exp: Paint for Spencer Hall
439	£14.39	13/10/2020	<b>£14.39</b>	£0.00	Zoom - GB Expense: Zoom Pro 13/10- 12/11/2020
440	£100.00	24/10/2020	<b>£100.00</b>	£0.00	██████████ Filming of Remembrance Service 24.10.20
441	£100.00	24/10/2020	<b>£100.00</b>	£0.00	██████████ - Bugle- Remembrance Service 24.10.20
455	£2,870.23	TBC	<b>£2,870.23</b>	£0.00	HMRC - deductions
456	£3,830.46	TBC	<b>£3,830.46</b>	£0.00	WMPF - Pension contributions
457	£333.74	23/10/2020	<b>£380.00</b>	£46.26	Tradeskills4U - C&G 2377-22 PAT TESTING COURSE: ██████████ 12th & 13th November

PAID BY DIRECT DEBIT

375	£4.95	30/09/2020	<b>£5.94</b>	£0.99	EMS - Card terminal1
376	£4.95	30/09/2020	<b>£5.94</b>	£0.99	EMS - Card terminal2
411	£1,372.00	01/10/2020	<b>£1,372.00</b>	£0.00	SMBC - October Rates
417	£20.00	06/10/2020	<b>£20.00</b>	£0.00	Bank charges 01.09-30.09 06916381
436	£740.58	30/09/2020	<b>£888.70</b>	£148.12	Mainstream Digital - telephone
437	£89.10	30/09/2020	<b>£106.93</b>	£17.83	Mainstream Digital - telephone
438	£3,420.00	30/09/2020	<b>£4,104.00</b>	£684.00	Mainstream Digital - telephone
422	<b>-£17.64</b>	08/10/2020	<b>-£25.14</b>	<b>-£7.50</b>	BT - internal telephone - final bill credit

£14,383.18

**£23,197.30** £2,113.43

**Confidential**

Salaries Net pay £11,284.07

C20-022 c: Current and approved DD mandates

<b>CURRENT DD PAYMENTS</b>		
PAYEE	TYPE	DESCRIPTION
Corona Energy	Variable	New energy combined supplier
EE Limited	Variable	Mobile phones
Elavon Merchant Services (EMS)	Variable	Card payment machines - service
Retail Merchant Services (RMS)	Variable	Card payment machines - rental
Siemens Financial	Variable	Midshire - AH Photocopier rental
Mainstream	Variable	Communications
SMBC NNDR	Fixed	£1,372
<b>APPROVED FOR PAYMENT BY DD</b>		
HMRC	Variable	VAT, payroll deductions
Waterplus	Variable	Water supply at Arden Hall
Suez/SITA	Variable	Waste disposal across all sites
Konica Minolta	Variable	Fixed rental, variable usage for PC office photocopier
Peninsula	Variable	HR Support - fixed monthly cost, variable additional costs
Midshire	Variable	Copies