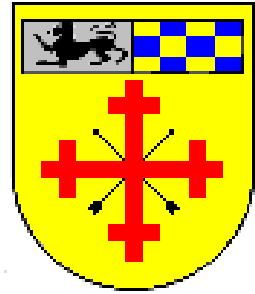


Castle Bromwich Parish Council

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Finance and General Purposes Committee

Chairman: Cllr. S Beechey **Vice-Chairman:** Cllr. A Haywood
Cllr. A Ahmed-Shaikh, Cllr. J MacDonald, Cllr. R Shaikh
Ex-Officio: Cllr. P Allen, Cllr. K Shaw

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

HELD ONLINE WEDNESDAY 11th NOVEMBER 2020

Members Present:	Cllr. S Beechey (Chair), Cllr. A Haywood (Vice-Chair), Cllr. A Ahmed-Shaikh, Cllr. P Allen, Cllr. J MacDonald, Cllr. K Shaw,.
Guests in Attendance:	SMBC Cllr. T Richards
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- F20-001 **Chairman's Welcome:** Cllr. S Beechey welcomed all to the meeting.
- F20-002 **Apologies:** None received. Cllr. R Shaikh was not present.
- F20-003 **Declarations of Interest:** None.
- F20-004 **Minutes:** The minutes of the previous meeting held on Wednesday 9th September were agreed as a true record with one abstention.
- F20-005 **Public Question Time:** None present.
- F20-006 **Borough Councillors:** SMBC Cllr. T Richards reported that a recent survey of house extensions in the area found them to be acceptable under planning regulations. Traffic regulation orders are being considered for Kingsley Drive and near the church.
- F20-007 **Terms of Reference:** The revised Terms of Reference for this committee, as adopted by Full Council on 28th October 2020 were noted.
- F20-008 **Planning & Licencing:** The following comments were agreed:

Action

Reference	Address	Proposal	Comment
PL/2020/01835/MINFHO	5 Wyckham Road Castle Bromwich Solihull B36 0HX	Single storey rear, two storey side and front extension.	No objections, subject to neighbours' comments.

PL/2020/02090/MINFHO	199 Bradford Road Castle Bromwich Solihull B36 9AQ	Conversion of detached double garage to form games room - Remove up and over doors to the front elevation, to form two new windows.	No objections in principle but would expect the change of use and any relevant building regulations plus the changing aspect of the house from the road to be taken into consideration.
PL/2020/02362/MINFHO	47 Hazelhurst Road Castle Bromwich Solihull B36 0BH	Two storey and single storey rear extensions.	No objections, subject to neighbours' comments.
PL/2020/02362/MINFHO	53 Park Hall Crescent	Part two storey & first floor side extension.	(Under delegated authority as not on the agenda for comment) No objections, subject to neighbours' comments.

F20-009 **Finance:**

- a) **Bank reconciliations:** It had not been possible for the bank reconciliations to be prepared in reasonable time to be considered. The Clerk will pass to Cllr. R Shaikh to check. 1.
- b) **Current list of payments for November:** A full list was not available for the meeting. Two invoices which would represent budget overspend were considered.
- RESOLVED:**
- A DS 4170 Repairs & Maintenance budget overspend of £86.75 to cover annual checks and a repair to the heating control was agreed. 2.
 - A DS 4460 Subscription budget overspend to cover the Clerk's SLCC membership of £68.00 was not agreed. The Clerk was directed to provide evidence of why it should be paid to the committee. 3.
 - Internal transfers to cover current spending commitments were agreed from UTB General Fund to UTB Salaries (£20 000) & UTB Disbursements (£20 000).
- c) **Aged debtors:** a current report is unavailable as the Clerk and Hall Manager are still working to identify money received against invoiced income.
- d) **Payment run frequency:** The efficacy of the current system of one payment run per month was discussed.
- RESOLVED: To trial a biweekly Friday payment run.**
- e) **Defibrillator Budget Reallocation:** The recommendation from LSC was considered to install two defibrillator cabinets and consumables costing £1388+VAT which has not been budgeted for.
- RESOLVED: To create a new budget heading for Defibrillators and reallocate £1400 of budget from unspent funds.** 4.

RESOLVED: Members agreed to suspend Standing Order 3x to allow the meeting to continue.

F20-010 **Budget:**

- a) The Democratic Services budget spend-to-date was noted.
- b) The restructuring of the Council's budget was discussed in terms of combining cost centres and removing obsolete items.
- c) Future plans for increased staffing were discussed with the Clerk directed to bring to the Staffing Committee's attention. The budget was examined line by line with a draft proposal prepared for full Council.

F20-011 **Risk Management:** This was deferred to a future meeting.

F20-012 **Councillors' reports and items for future agendas:**

- Concrete bollards for LSC at the War Memorial

F20-013 **Meetings:** It was noted that committee meetings will be held on a monthly basis and the time and date of next meeting was confirmed as Wednesday 9th December 2020 at 6:30pm.

Action Log:

- 1) Bank reconciliations
- 2) SLCC evidence
- 3) Internal Transfers
- 4) Defin budget reallocation

Clerk/RS
Clerk
Clerk
Clerk

This meeting ended at 9.34pm.

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

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Dated

Castle Bromwich Parish Council