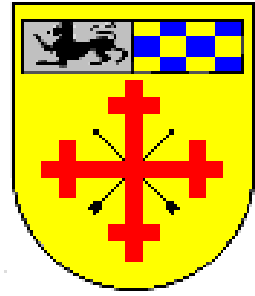


# Castle Bromwich Parish Council

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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 9<sup>th</sup> DECEMBER 2020

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

- F20-014 **Chairman's Welcome:** Cllr. S Beechey welcomed all to the meeting.
- F20-015 **Apologies:** None.
- F20-016 **Declarations of Interest:** None.
- F20-017 **Minutes:** The minutes of the previous meeting held on Wednesday 11<sup>th</sup> November were agreed as a true record with one abstention. It was noted that F20-011 Risk Management had not been deferred to this meeting as it had since been found to have been completed.
- F20-018 **Public Question Time:** None present.
- F20-019 **Borough Councillors:** SMBC Cllr. T Richards reported that PL/2020/02640/PPFL application for land off Burrow Hill Close was likely to be withdrawn or refused under P15 Securing Design Quality policy theme from the Local Plan. He also mentioned that complaints have been received by SMBC regarding 18a Blandford Avenue but no conditions can be imposed as permitted by the Secretary of State.

Action

F20-020 **Planning & Licencing:** The following comments were agreed:

Reference	Address	Proposal	Comment
PL/2020/02581 /MINFHO	7 Park View Castle Bromwich Solihull B36 9LW	Loft conversion and internal amendments to allow for needs of family member, including front and rear dormer window with changes to fenestration.	No objections, subject to neighbours' comment.
PL/2020/01826 /MINFHO	15 Windleaves Road Castle Bromwich Solihull B36 0BP	First floor bathroom extension	No objections, subject to neighbours' comment.

F20-021 **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 arrange for Cllr. R Shaikh to conduct a full quarterly check to scrutinise the accounts. 1.
  - b) **November Payments:** The full list of payments made in November was noted. The Clerk reported that there is a discrepancy between the powers of the Clerk to authorise expenditure between the scheme of delegation and Financial Regulations therefore both must be reviewed to ensure they are suitable for the needs and obligations of the Council. 2.
  - c) **Debit or prepaid card:** Getting a debit card in the name of the Clerk to reduce expense claims and ensure that expenditure has been made according to the Council's Financial Regulations was considered. 3.
- RESOLVED:** That the Clerk arranges for a debit card for the primary payment account with Unity Bank. That the Clerk further looks into the current status of the Trade Account with SELCO. 3.

F20-022 **Internal Auditor's Report:** The progress made on recommendations was discussed. It was noted that things were moving in a positive direction.

- Financial Regulations need to be further reviewed 4.
- The situation regarding the tills in the bar needs clarifying 4.
- The procurement and payment processes are being updated and revised 5.
- A valuation of the Council's properties is needed for an accurate asset register 5.

F20-023 **Budget:**

- a) The year-to-date budget spend for 20-21 was not available. The Clerk explained the current issues in bookkeeping relating both to the records from the previous system covering 19-20 and the new system which still requires further set-up. This will be prioritised where possible but there are limits to capacity due to understaffing in the office at the moment.
- b) The budget proposal as reviewed by the working party was considered. It was not felt that further cuts to budget lines would enable the Council to deliver its services and operations effectively, or that it is appropriate to increase the precept demand significantly this year, therefore a deficit budget would be presented to Council for approval. The potential for loans and grants for significant projects was discussed. An HS2 Grant Fund Working party will be created. 6.

F20-024 **Councillors' reports and items for future agendas:**

- Fairways Contract and alternative ways for management of open spaces for LSC
- Cllr. J MacDonald wished to address the Council that the amount of printed paperwork sent with the agenda is burdensome and wasteful.

F20-025 **Meetings:** The time and date of next meeting was confirmed as Wednesday 13<sup>th</sup> January 2020 at 6:30pm.

**Action Log:**

- |  |           |
|--|-----------|
| 1) Bank reconciliations/quarterly accounts check | Clerk/RS  |
| 2) Financial Regulations / Scheme of Delegation  | Clerk     |
| 3) Debit card application                        | Clerk     |
| 4) Bar tills clarification                       | Clerk /HM |
| 5) Property valuation                            | Clerk     |
| 6) HS2 Grant Fund                                |           |

**This meeting ended at 8.35**

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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