

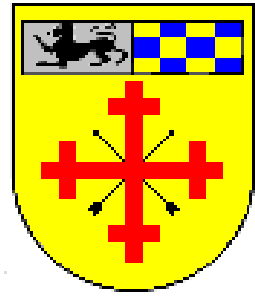
Castle Bromwich Parish Council

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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 10TH FEBRUARY 2021

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:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- F21-001 **Chairman's Welcome:** Cllr. S Beechey welcomed all to the meeting. It was noted that there was a typographical error on the committee name on the agenda summons but that advice had been sought from WALC and the meeting could go ahead as the correct councillors had been summoned.
- F21-002 **Apologies:** None.
- F21-003 **Declarations of Interest:** None.
- F21-004 **Minutes:** The minutes of the previous meeting held on Wednesday 9th December were agreed as a true record with one abstention.
- F21-005 **Public Question Time:** None present.
- F21-006 **Borough Councillors:** None present.
- F21-007 **Planning & Licencing:** The following comments were agreed:

Action

Reference	Address	Proposal	Comment
PL/2021/00061/ MINFHO	232 Bradford Road Castle Bromwich Solihull B36 9AA	Single storey side extension and loft extension and conversion to the installation of roof light windows.	No objections, subject to neighbours' comment.
PL/2020/02869/ MINFHO	31 Ringmere Avenue Castle Bromwich Solihull B36 9AT	Single story rear and side extension	No objections, subject to neighbours' comment.

F21-008

Finance:

- a) **Bank reconciliations:** The bank reconciliations were approved and will be signed by Cllr. A Haywood. 1.
- b) **Work from home allowance:** It was noted that the allowance resolved by the Staffing Committee 20-09/13 had not been paid. There was discussion on whether employees claiming tax relief may be more appropriate. The clerk was directed to report on the best course of action, so rate payers would not be unnecessarily burdened but also that employees would not be disadvantaged. 2.
- c) **Financial irregularity regarding salary payment:** It was noted that a weekly paid member of staff had not received their wages in error. An officer of the Council had paid the employee directly as the delay in receiving funds would have caused hardship. The Officer has now been reimbursed with a clear trail of evidence and agreement regarding the error.
- d) **Payment run 12/02/21:** payments authorised as below:

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details
468		£30.00	£5.00	£25.00	25/08/20	SLCC - Assistant Clerk: Virtual National Conf Oct 20
662		£1,750.00	£0.00	£1,750.00	20/01/21	Kings Fire & Electrical - EICR Work to commence 4th January 2021
663		£637.06	£106.18	£530.88	31/01/21	Suez Recycling and Recovery UK - Waste collection 01- 31/01/21
623		£277.14	£46.19	£230.95	01/02/21	Microshade Business Consultants Ltd - IT Service & Support
659		£38.50	£6.42	£32.08	02/02/21	Sainsbury's Supermarkets Ltd - YS EXP: Printer Ink PG540/CL541
Total		£2,732.70	£163.79	£2,568.91		

- e) **SELCO Trade Account:** The Council currently has a cash account with SELCO whereby officers or members purchase items and are reimbursed. There is an option to have a credit account which was considered, but no decision was taken as it may be unnecessary once the Council credit card is in force.

F21-009

Financial Regulations: The Clerk reported that no evidence, by way of minute, could be found that a Scheme of Delegation to the Clerk, which was presumed to be adopted, had actually been so. Unfortunately, this means the Clerk has been acting outside of authority and therefore requested that the Financial Regulations were urgently reviewed as there was no agreement on what the current rules and processes are. Efficient working practices were considered. It will be recommended to Full Council that a working party examines the Financial Regulations in detail to ensure clarity and that they are fit for purpose. Also to recommend to Council would be an expenditure/payment authorisation of £1000 in normal circumstances, £2000 in times of extreme risk to the Council. These payments would still require 2 councillors to authorise on online banking and be reported to Council.

F21-010

External Bid Writer: The CVs presented were considered and the Clerk was asked to gain more information on the terms of engagement and costs. Cllr. Allen will also see if Solihull CAVA are able to assist. 3.

F21-011

Risk: The Clerk reported that, following advice from the Internal Auditor, the schedule of risks and risk management should be reviewed every month. The Clerk was directed to send a printed copy of the schedule to be reviewed at subsequent meetings.

F21-012 **Councillors' reports and items for future agendas:**

- To discover whether the number of Councillors for a parish can be reduced.
- The use of body-cams to be discussed at full council for lone workers' protection.
- Whether a planning officer can attend a meeting to give advice on how to comment on applications.

Cllr. A Shaikh Ahmed left the meeting at 8:09pm

F21-013 **Next Finance and General Purposes Committee Meeting:** The time and date of next meeting was confirmed as Wednesday 10th March 2020 at 6:30pm by Zoom.

Action Log:

- 1) Bank reconciliations
- 2) Work from home allowance
- 3) Costs/terms for external bid writer

Clerk/AH
Clerk/employees
Clerk

This meeting ended at 8.21

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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