

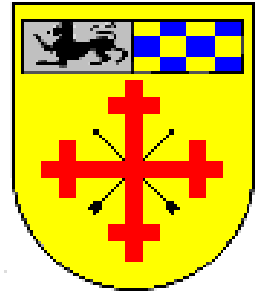
# Castle Bromwich Parish Council

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## Finance and General Purposes Committee

**Chairman:** Cllr. S Beechey **Vice-Chairman:** Cllr. A Haywood

Cllr. P Allen, Cllr. J MacDonald, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh-Ahmed

Dear Councillor,

You are summoned to attend a meeting of Castle Bromwich Parish Council's Finance and General Purposes Committee, which will be held on Wednesday 21<sup>st</sup> July 2021 at 7pm at Arden Hall. The agenda includes the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes.

**Members of the press and public are cordially invited to attend.**

A handwritten signature in blue ink that reads "GMBurgess".

Gemma Burgess  
Clerk to the Council

dated this 15<sup>th</sup> July 2021

## AGENDA

- F21-028**      **Chairman's Welcome**
- F21-029**      **Apologies:** To note apologies for absence.
- F21-030**      **Declarations of Interest** – Councillors are reminded to keep their register of interests up-to-date and to submit written requests for the grant of a dispensation to the clerk in advance of the meeting.
- F21-031**      **Minutes:** To approve the minutes of the meeting held on Wednesday 10<sup>th</sup> March 2021.
- F21-032**      **Public Question Time:** An opportunity for the public to address the Committee.
- F21-033**      **Borough Councillors:** An opportunity to address the Committee.
- F21-034**      **Planning & Licencing:** To provide comment on the following applications:

Reference	Address	Proposal
PL/2021/01694/TPO	11 Kingsleigh Drive	Proposal to fell 2 sycamore trees.
PL/2021/01836/MINFHO	210 Chester Road	Ground floor rear extension.
PL/2021/01904/PPFL	Castle Bromwich Hall Hotel	Erection of temporary marquee.
PL/2021/01832/MINFHO	69 Chestnut Drive	Ground floor front and side extensions.

**F21-035****Finance:**

- a) To approve the bank reconciliations for Q1 (April, May, June).
- b) To note the credit card statements for Q1 (April, May, June).
- c) To consider whether the scheme limit for credit cards is appropriate.
- d) To note the list of receipts and payments for Q1 (April, May, June).
- e) To note the aged-debtors report and consider any action necessary including writing off bad debt.
- f) To approve the 2021-07-23 Payment Run.
- g) To approve topping up Petty Cash.
- h) To consider quotes for:
  - i. Mainstream Digital – WIFI in Arden Hall.
  - ii. First Aid training courses for staff.
  - iii. Legionella risk assessment and testing.
- i) To consider for Arden Hall
  - i. Opening a credit account with Bookers.
  - ii. Membership for Costco and what payment method will be used.
- j) To appoint members to check the bank reconciliation and perform quarterly Internal Control checks.

**F21-036**

**Financial Regulations:** to review the draft Financial Regulations.

**F21-037****Budget:**

- a) To note the budget out-turn report for Q1.
- b) To consider budget reallocation proposals to submit to Full Council.

**F21-038****Councillors' reports and items for future agendas**

Councillors may use this opportunity to:

- (i) Report minor matters of information not included elsewhere on the agenda;
- (ii) Raise items for future agendas

**F21-039**

To confirm Finance and General Purposes Committee meetings at Arden Hall at 7pm on:

Wednesday	15 <sup>th</sup> September, 13 <sup>th</sup> October, 10 <sup>th</sup> November, 8 <sup>th</sup> December 2021 12 <sup>th</sup> January, 9 <sup>th</sup> February, 9 <sup>th</sup> March 2022
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