

**MINUTES OF THE MEETING OF THE
FINANCE & GENERAL PURPOSES
COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 8TH JUNE 2016
AT 7.30 PM**

Those present:

Chairman: Cllr J Riordan
Councillors: Cllr Mrs. P Allen Cllr Mrs. A Haywood
 Cllr Ms Ward Cllr E Knibb
 Cllr J MacDonald Cllr K Shaw
Officers: Mrs. D Weir, Assistant Clerk to the Council
Public: None.

1. Apologies.

Apologies received from Cllr A Terry and accepted for the reasons given.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Minutes of Previous Meeting held on 11th May 2016.

The Chairman declined to approve the Minutes.

5. Questions from the Public.

None present.

6. Planning/Licensing Applications.

ON THE PROPOSITION of the Chairman **SECONDED BY** Cllr Knibb **IT WAS UNANIMOUSLY RESOLVED:-** that the following recommendations be submitted to the Borough Council:-

PL/2016/01120/VAR – M Patel

Removal condition No. 1 on planning approval 2014/1245 2014/1245 – 328 Bradford Road, Castle Bromwich
This application has been approved by the Borough Council.

PL/2016/01231/PPFL St Mary & St Margaret's Church of England Primary School, Southfield Avenue B36 9AX
Replace existing mobile classroom block with new modular build classroom block and associated works.
This application could be approved subject to neighbours' comments.

PL/2016/01122/MINFHO – S Moss, 12 Hillhurst Grove B36 9TS

New boundary wall

This application could be approved subject to neighbours' comments.

PL/2016/01304/PPFL – Land at Reliant Close, Castle Bromwich

Erect a four bedroom detached house

This application could be approved subject to neighbours' comments

PL/2008/01565/FULL – Coach & Horses, The Green B36 9AR

Retrospective application for an all weather permanent jumberella and new 1.8M. Close boarded timber fence and gate.

Assistant Clerk to seek clarification with regard to the application.

PL/2016/01132/MINFHO -312 Bradford Road, B36 9D

Rear garden outbuilding (retrospective)

This application could be approved subject to neighbours' comments

PL/2016/01103/NONMC – Land adjacent 11 Lanchester Way, Solihull

Change of window size on front elevation from application PL/2014/00866/FULL

No comment

7. Parish Plan – topic of the month

ACTION

Members reviewed the Chapter on Sport and Leisure in the Parish Plan. Cllr Mrs Haywood outlined various projects undertaken previously, such as the Business Breakfast events and proposals to hold a Recruitment Fair and **ON THE PROPOSITION** of the Chairman **SECONDED** by Cllr MacDonald **IT WAS UNANIMOUSLY RESOLVED:** that review of the parish plan be deferred until Councillors and staff are at full capacity.

8. National Joint Council for Local Government Services – National Salary Award 2016-2018

Members considered notification of the NJC Salary increase payable to staff.

The increase comprised of new pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016 (Annex 1) together with new pay scales for 2017-2018 to be implemented from 1 April 2017 (Annex 2). **ON THE PROPOSITION** of the Chairman **SECONDED** by Cllr MacDonald **IT WAS UNANIMOUSLY RESOLVED:** that this item be deferred to Full Council for clarification with regard to contracts covered by the National Joint Council Conditions of Service.

9. Unity Bank arrangements and authorisations.

Cllr Mrs Haywood asked the Assistant Clerk to email Unity to query if they have received the forms for Cllrs MacDonald and Knibb and confirmation that they are being progressed and the current position.

10. Lloyds Bank – Authorized Signatories.

Members reviewed the current authorized signatories and **ON THE PROPOSITION** of the Chairman **SECONDED** by Cllr Mrs Allen **IT WAS UNANIMOUSLY RESOLVED:** that former Cllrs Hayes and Hiley be removed as signatories from the Bank Mandate to be replaced by Cllrs MacDonald and Knibb, the Assistant Clerk to be added as an authorized signatory, the number of signatories to remain the same, any three from six, and Cllr Mrs Allen to check with Cllr Terry if he wished to remain a signatory.

11. Year End Accounts.

Members noted that the Internal Audit had taken place the previous week.

12. Working Parties.

Cllr Mrs Haywood reported that the next Events Working Party Meeting would be held on Thursday, 7th July 2016.

13. Residents Concerns.

None raised.

14. Training.

ON THE PROPOSITION of the Chairman **SECONDED** by Cllr Mrs Allen **IT WAS UNANIMOUSLY RESOLVED:** that the fee of £160 be approved for Cllrs MacDonald and Shaw to attend the training session for new Councillors and Clerks and also the training session on Precepts & Budgeting, Cllrs MacDonald and Shaw to check and confirm the date and venue for each session to the Assistant Clerk.

15. Assistant Clerk's Report

The Clerk reported to members on issues raised by the Internal Auditor and a staffing issue raised by the Hall Manager and in respect of staff confidentiality, the Chairman closed the meeting and went into confidential session.

The Chairman re-opened the meeting and following discussion it was agreed that the Assistant Clerk check with the Council's Insurance Company with regard to the maximum amount of cash that one employee as a lone worker can carry and a Risk Assessment be undertaken.

The Assistant Clerk to provide a letter of intent, increasing the employee's hours to 30 hours per week, the additional hours to be for the position of Caretaker. The budget for the hours for the additional position to be deferred to Full Council to approve.

Members noted that the Pension Fund had agreed to waive charges for late submission of the year end Pension Return.