

**MINUTES OF THE MEETING OF THE
FINANCE & GENERAL PURPOSES
COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 13TH JULY 2016
AT 7.30 PM**

Those present:

- Chairman:** Cllr J Riordan
Councillors: Cllr Mrs. P Allen Cllr K Shaw
 Cllr E Knibb Cllr Ms Ward (part of meeting)
 Cllr J MacDonald
Officers: Mrs. D Weir, Assistant Clerk to the Council
Public: 2.

ACTION

1. Apologies.

Apologies received from Cllr A Terry and Cllr Mrs Haywood 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 and 8th June 2016.

ON THE PROPOSITION of the Chairman **SECONDED BY** Cllr Knibb **IT WAS UNANIMOUSLY RESOLVED:-** that the Minutes of the Meeting held on Wednesday, 8th June 2016 be signed as a true and correct record of the meeting, subject to amendment to item 7 to include "...Chapter on Employment", approval of the Minutes of the Meeting held on 11th May 2016 be deferred to the next meeting for advice to be sought from WALC.

5. Questions from the Public.

Lkt Shaikh introduced himself and his wife to members. The Chairman welcomed them to the meeting.

6. Planning/Licensing Applications.

ON THE PROPOSITION of the Chairman **SECONDED BY** Cllr Knibb **IT WAS UNANIMOUSLY RESOLVED:-** that the following applications could be approved subject to neighbours' comments:-

PL/2016/00436/MINFHO	8 Faircroft Road
Replace conservatory framework, brick-up sides, fit lightweight solid roof velux windows, remove kitchen o/s window wall to create open plan kitchen/diner.	Castle Bromwich B36 9UE
PL/2016/01741/MINFHO	35 Ronald Grove
Retrospective planning permission for a garden room	Castle Bromwich B36 9BH
PL/2016/01625/PPFL	105 Chestnut Drive
New conservatory to rear of property	Castle Bromwich B36 9BH
PL/2016/01607/PNH	41 Hazelhurst Road
Prior notification for a ground floor rear extension	Castle Bromwich B36 0BH
Measuring 5m beyond the original rear wall, at a maximum height of 3.8m and measuring 2.8m at the eaves.	

b) PL/2008/1565/FUL - Coach & Horses, The Green, Castle Bromwich
 Members noted the Planning Department's advice that there is no link between this application (which had been taken from the list of current applications) and the current

application for “ PL/2016/01190/PPFL, and they were going to check the weekly list as they have had similar problems occurring recently with old applications appearing on planning lists due to their Server.

7. Parish Plan – topic of the month.

Cllr MacDonald raised various issues including consultation on changes to local bus routes. The Chairman advised that Transport & Infrastructure had been considered previously together with local bus routes and Parish Profile and Communications should have been the Parish Plan topic for discussion.

Members noted that Parish Profile and Communications would be an agenda item for the next meeting.

8. Unity Bank Arrangements and authorisations.

Cllr MacDonald advised that he had received his User ID and temporary password.

Cllr MacDonald was asked to liaise with Cllr Mrs Haywood in order that she could arrange to meet with Cllr MacDonald for training at the Council Office.

9. Lloyds Bank – Authorized Signatories.

The Clerk advised that she had been to Lloyds Bank to query the Bank Mandate form which only provided space for one authorised signatory and was given additional pages for completion and which she would complete as a matter of urgency.

10. Public Section Fund – Authorised Signatories.

The Chairman queried the function of authorized signatory as director. A member of the public requested consent to speak. The Chairman gave consent and closed the meeting. He thanked the member of the public and re-opened the meeting. **ON THE PROPOSITION** of the Chairman **SECONDED BY** Cllr Knibb **IT WAS UNANIMOUSLY RESOLVED:-** that Cllrs Knibb, Shaw and the Acting Clerk to be added to the Bank Mandate, subject to clarification of the function of authorized signatory as director.

11. Internal Audit Report.

Members noted that Full Council had agreed that the Borough Council's Internal Audit Department be asked to facilitate a 'risk workshop' and discussed potential dates for the workshop to avoid August and also the dates of future training seminars for Cllrs Shaw and MacDonald. It was agreed that the Acting Clerk check with the Borough Council to establish if it was satisfied that the 'risk workshop' be arranged with them as sole supplier, particularly as the 'risk workshop' would be based on recommendations contained in their recent Audit Report prior to arranging a date for the seminar.

12. IT Support and Backup.

Members noted the contractor was querying backup software for Cloud and the log of all backups undertaken. A member of the public requested consent to speak. The Chairman gave consent and closed the meeting.

The member of the public clarified that the Parish Council should know the geographical location that the backup on Cloud was stored. It could be the United States or the Middle East. It was more expensive to have stored in the UK. The Parish Council need to know where it is being stored, there could be a compliance issue, particularly if a request was made under the Freedom of Information Act.

The Chairman re-opened the meeting. Following further queries on the use of Cloud Backup, members noted that a three year contract had previously been entered into with IT Solutions for Cloud backup and which the new contractor had advised should continue until termination when he would take this over and he would continue to request information regarding Cloud backup.

13. Finance.

a) NPower – update re payments outstanding for last financial year – The Acting Clerk advised that for some reason a Direct Debit completed 9 months ago did not appear to have been actioned. The Administrative Assistant had checked and the invoices had not been paid.

The Chairman advised that before they could be actioned for payment, he wanted clarification they had not been paid as he was aware that there had been problems previously with incorrect invoices being raised.

b) The Acting Clerk advised that the contractor providing IT Support had requested payment by Standing Order. Members suggested payment be made by BACS.

14. Working Parties.

Cllr Knibb advised members of the forthcoming WALC County Association Meeting he would be attending the following week.

15. Residents Concerns.

Cllr Knibb advised members that a local resident had complained about hedgerow overhanging the footpath by Waterloo Housing Association properties. Members noted that enquiries would be made with the Warden as to who was responsible for the hedgerow.

16. Training.

The Clerk confirmed that Cllrs Shaw and MacDonald had been booked to attend the WALC Seminars in September/October.

17. Assistant Clerk's Report

Notice of Application to Stop-Up part of a Public Highway adj the Old Chester Arms Public House, Hurst Lane North

Members noted that further information has been requested as to what is being closed off, what the Borough Council are proposing to do and why.

The Chairman closed the meeting at 9.45 pm.