

**MINUTES OF THE MEETING OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 8TH APRIL 2009  
AT 19.30 HRS**

**Those present:**

**Chairman:** Cllr J Riordan

**Councillors:** Cllr Mrs. P Allen      Cllr M Hayes      Cllr Mrs. J Smith  
Cllr R Amos      Cllr Mrs. A Haywood      Cllr A Terry

**Officers:** Mrs. C Tibbles      **Public:** None.

**1. Apologies.**

The apologies from Cllr N Harris and Cllr E Knibb were accepted for the reasons given.

**2. Declarations of pecuniary or other interests.**

None declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr Amos, **SECONDED** by Cllr Hayes, with 7 votes in favour, none against and no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesdays, 25<sup>th</sup> February and 11<sup>th</sup> March 2009 having been circulated, be signed as a true and correct record of the Meeting.

**4. Planning Applications.**

The Planning Applications received since the last meeting were considered by the Committee and the recommendations thereon are set out in the appendix.

**5. Licensing Applications.**

Members noted the decision notification from Solihull MBC Licensing Committee in response to the Parish Council submission on the Coach & Horses licensing application.

**6. Residents' Concerns.**

Members noted the circulated information and were updated by the Clerk on changes being made to local bus services at the end of April. Members agreed that the council should consider sending an invitation for a guest speaker from Centro for a forthcoming meeting, possibly the Annual Parishioners meeting on 5th May.

**7. Working Party Reports.**

No reports were given.

**8. Incremental Reviews.**

The Clerk informed members that providing there was no wish to change the incremental ranges, there was only one review to undertake. Historically these had been conducted by the relevant Standing Committee, although when the appraisal scheme was re-introduced, this task could be undertaken by the Staff Panel. **ON THE PROPOSITION OF** the Chairman, **SECONDED** by Cllr Hayes, with 7 votes in favour, none against and no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the Leisure Services Committee undertake the review. Members noted that when the appraisal scheme had been approved, following a pilot trial, it was planned for objectives/targets to be set in March, appraisals to be undertaken in October (with any increments to be implemented the following April), and then interim reviews again each March, with the cycle continuing. Staff currently at the top of their incremental range would await the outcome/implementation of the appraisal scheme.

**ACTION**

Clerk  
Asap

**9. Training.**

Members considered the item previously deferred and **ON THE PROPOSITION OF** Cllr Amos, **SECONDED** by Cllr Hayes, with 7 votes in favour, none against and no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that approval be given for one place to be funded by the Parish Council if the cost was no more than £75 and the Clerk delegated to liaise with Cllr Mrs. Knibb and Cllr Knibb and arrange the booking accordingly. It was noted that this event was taking place on 15<sup>th</sup> April which was the same day as the Council training already arranged for 7 pm.

Clerk  
URGENT

Members had been notified of the councillor training sessions for 15<sup>th</sup> and 22<sup>nd</sup> April at Arden Hall but the Clerk reported that only a few members had re-confirmed their attendance. Members noted the dates received for the ACAS Disciplinary & Grievance course (reflecting changes to recent legislation) which had been notified previously as necessary for the Hall Manager and the Clerk to attend. **ON THE PROPOSITION OF** Cllr Amos, **SECONDED** by Cllr Mrs. Smith, with 7 votes in favour, none against and no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that approval be given for two staff to attend at a cost of £120. First Aid training was also being arranged for the Hall Manager. The Chairman asked if Cllr Knibb and Cllr Mrs. Knibb had supplied the training papers on the course they had attended on Visionary Leadership which had been requested, in line with the training policy and the Clerk replied no. She was asked to request this information again and Cllr Hayes commented that it would be valuable to share information in this way.

Clerk  
22/4**10. Feedback to Public on questions.**

After discussion, members felt this could become a routine part of the same agenda item when public questions were asked. Although greater contact with parishioners had been considered in the past there had been no volunteers for this task from amongst members. Members were aware that copies of previous minutes were available to public who attended meetings and the Chairman said that when possible answers were given on the same night that questions were asked but if research was needed then feedback could be given at the next Council meeting. **ON THE PROPOSITION OF** the Cllr Hayes, **SECONDED** by Cllr Amos, with 7 votes in favour, none against and no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that if the member of the public was not in attendance for their reply a formal letter from the Clerk, with an extract or copy of the relevant minutes could be posted, provided the address was known. The Council would endeavour to reply to questions at the next Council meeting.

**11. Payments.**

Following scrutiny by members, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Amos, with 7 votes in favour, none against and no abstentions, **IT WAS UNANIMOUSLY RESOLVED** that the liability payments for 2008/09 as tabled, be approved. Members were informed of technical difficulties that had prevented the new year set-up being completed although payroll upgrades had been done.

**12. Clerk's Report.**

Members noted the replacement of carpets had started which would allow the delayed office move to finally take place, with work by the police being arranged to re-open their base. The insurance claim cheque had been received and repairs and replacement items could now be arranged. The archives had provided valuable leads to other sources for the person researching the war memorial and no more visits had been requested for the time being. It was noted that some concerns had been raised nationally about the release of information after 50 years as people were now living longer. A most valuable Clerks' Liaison meeting had been held by the Borough Council and these would be held again in

**N.B. All Minutes are deemed as draft until formally approved and signed.**

the future as a forum to share concerns and ideas to improve officer relations. The Clerk tabled a statement explaining insurance conditions for volunteers, which was noted and would be issued to 'Friends' who registered in future. The Council had received advice regarding the Village Green access request and this would be an agenda item at next full council. The Clerk reported that the Solihull Youth Offending Team had declined the opportunity to speak to the Parish Council regarding partnership working in the Theatre Workshop, partly due to removal of benches and reduced working area being available. A reply was expected from the Castle Bromwich Theatre Group who were also expected to have reservations. The Clerk had invited the Youth Offending Team to contact the Parish Council in the future should they have alternative suggestions on ways to work together. Outstanding matters by the Clerk were to draft the complaints policy and to place investment banking on the next agenda. She had attended an interesting meeting about climate change and explained the 'OWL loan' system that parishioners could benefit from. For members' information, the Clerk declared a personal matter that she was being considered for membership of the Standards Committee as a lay member, and gave her assurance that there would be no conflict of interests and all work would be undertaken in her own time.