

**MINUTES OF THE MEETING OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY 9TH FEBRUARY 2011  
AT 19.30 HRS**

**Those present:**

- Chairman:** Cllr M Hayes
- Councillors:** Cllr Mrs. P Allen                      Cllr E Knibb                      Cllr A Terry  
                          Cllr Mrs. A Haywood                      Cllr J Riordan                      [Items 4-end]  
                          Cllr J Horne-MacDonald                      Cllr Mrs. L Smith                      Cllr J Whelan
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
- Public:** None.

**1. Apologies.**

Cllr Ms. J Smith was absent.

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

Cllr Riordan declared a personal and prejudicial interest in item 8 as a member of a voluntary group that used Solihull Community Transport.

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

**ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Smith, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday, 12<sup>th</sup> January, 2011, 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.

Rec'd Date	Appl. No	Applicant	Location
<b>Recommendation to the Borough Council</b>			
31/01/2011	2011/41	Mrs Karen Sirett	19 Chadshunt Close
		Could be approved subject to any neighbours comments	
24/01/2011	2011/68	Mr Lester Palmer	65 Blandford Avenue
		Could be approved subject to any neighbours comments	

**5. Licensing Applications.**

The Clerk reported that the Solihull Licensing Act Panel had met to clarify the questions raised about the Coach & Horses hearing that had been held on 30<sup>th</sup> November 2010 and the following additional statement had been made by Solihull MBC:

“Following the meeting a number of parties had differing interpretations of the intended hours for sale of alcohol, particularly in relation to Sunday. In view of this the Panel, excluding Councillor Nash, met on Wednesday 2nd February 2011 to consider all information that had been made available to them. They directed that the following times for supply of alcohol should be:-

- 1100hours – 2300hours Sunday – Thursday, 1100hours – 0000hours Friday – Saturday, Good Friday to be as any other Friday, Christmas Day as any other day, and Sundays prior to Bank Holidays 1100hours – 0000hours, plus 30 minutes drinking up time.”

Following discussion, members felt it would be useful to clarify the licensing hours for each of the public houses in the parish.

**6. Residents’ Concerns.**

Members noted and discussed the circulated information. Members noted that an interim reply had been received on one particular location, prior to the tree report being received. Members felt that the resident should be reminded of his entitlement to remove any overhanging branches.

**ACTION**

Asst. Clerk  
March 11

Clerk  
28/2

**7. Data Disposal.**

Following discussion, members noted the considerable amount of stored papers and redundant equipment which needed to be securely disposed of. Some items would need to be retained, in accordance with NALC advice, and this would be time consuming to sort and have to be carefully planned. The Clerk would investigate options and perhaps visit a local facility to research the matter further, accompanied by a member if wished.

**ACTION**

Clerk  
May 11

**8. Grant Aid Application.**

Cllr Riordan left the meeting before discussion commenced. Following consideration of the application, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that under s26-29, Local Government and Rating Act 1997, a grant of £500 be awarded to the Solihull Community Transport organisation to help finance maintenance of their 4 minibuses. Cllr Riordan returned to the meeting and was notified of the resolution.

Asst Clerk  
& Book-keeper  
24/2

**9. Solihull MBC – Civic Honours.**

This item was noted with interest but due to the closure date of 18<sup>th</sup> March, members felt that the council should encourage individual nominations on this occasion rather than making a submission from the parish council.

**10. Pavilion Repairs and Ladies Toilet Refurbishment.**

Members noted that no further quotations had been received so the matter was deferred to full council. If budgetary allocations were insufficient it may prove necessary to split the jobs between the two financial years.

Clerk  
16/2

**11. Consultation by NALC: Accounts and Audit Regulations.**

The consultation was noted with interest.

Clerk  
25/2

**12. Leaflet on ‘Parish Councillor – Needs and Skills’.**

Members noted the helpful documents that were available. At the request of the Chairman, members suggested qualities that could be incorporated into the draft ‘person specification’ he was preparing for potential candidates for election to the parish council. Members also discussed their own increased awareness of how local government considered community needs. Solihull MBC had not yet announced the election timetable and members briefly recalled previous election practices. The Chairman undertook to liaise with members on their provisional intentions and the Clerk would await the election instructions.

MH  
23/2

**13. Risk Schedule.**

Following consideration, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the Risk Schedule be signed.

**14. EON Emergency Box.**

Members noted the additional emergency box provided to parish councils by Eon. Members accepted the Clerk’s suggestion that this be available to local groups or parishioners who visited Arden Hall, giving them the opportunity to promote the recommended items to their members and/or neighbours.

Clerk  
On-going

**15. Training.**

The Clerk reported that 3 requests had been received and the Chairman expressed his interest also. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by the Chairman, **IT WAS RESOLVED** that 4 councillors attend the annual WALC Briefing Day being held on Saturday 5<sup>th</sup> March, each attending a different workshop in the afternoon to ensure maximum information was gleaned. The cost would be met by the councillors’ training budget. The Clerk made papers available from Castle Bromwich

**N.B. All Minutes are deemed as draft until formally approved and signed.**  
the Finance Clinic and Conflict Resolution trainings she had recently attended.

#### **16. Payments.**

Following clarification to members, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the payments as circulated by approved. The Clerk had circulated an overview of the structure of the Omega finance software which she hoped members would find useful. Members noted that a budget review had taken place prior to the meeting, maintaining caution with forthcoming repairs, refurbishments and other needs at this stage of the financial year.

#### **17. Clerk's Report.**

Members declined the opportunity to revise wording of planning matters on future agendas but noted the Clerk had tabled amended figures that had been used when submitting details to Solihull MBC on "Standard Information to accompany Council Tax leaflet". The deadline for submission had been met with difficulty this year but she would seek advice from RBS on how to streamline procedures between Omega/Excel in future. Solihull MBC had offered an opportunity to alert the Parish Council by email of consultations on their website. The temporary closure of Beechcroft Road and Chester Road would take place between 21<sup>st</sup> February and 4<sup>th</sup> March. The Chairman thanked the Clerk for the timely circulation of this information, which he found particularly useful. Members were notified of the outreach work on democracy "Get Involved" on 21<sup>st</sup> February and papers on Census 2011.