

**MINUTES OF THE MEETING OF THE
FINANCE & GENERAL PURPOSES
COMMITTEE
HELD IN ARDEN HALL, CASTLE
BROMWICH ON WEDNESDAY, 14TH
OCTOBER 2015
AT 7.30PM**

Those present:

- Chairman:** Cllr J Riordan [except Item 10]
Councillors: Cllr Mrs. P Allen Cllr M Hayes Cllr J MacDonald
 Cllr Mrs. A Haywood Cllr J Horne-MacDonald Cllr B Upton
Officers: Mrs. C Tibbles, Clerk to the Council/RFO
Public: None

1. Apologies.

The apologies from Cllr E Hicks, Cllr G High and Cllr I Hiley were noted for the reasons given.

2. Declarations of pecuniary or conflict of interests.

Cllr Riordan declared a conflict of interest in Item 10 and would withdraw from the meeting.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr MacDonald, **SECONDED BY** Cllr Horne-MacDonald, **IT WAS RESOLVED** that the Minutes of the Meetings held on Wednesdays, 29th July and 9th September, 2015 having been circulated, be signed as a true and correct record of the meeting.

5. Questions from the Public.

Under Standing Order 3(d), the Chairman prepared to adjourn standing orders to invite questions from members of the public but there were none attending.

6. Planning/Licensing Applications.

Members considered advice sought by the Clerk from the Monitoring Officer and everyone acknowledged that whilst Mrs J Ward, as the applicant, was known to them in her capacity as a parish councillor, they were not personal friends or closely connected to the application. However, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Horne-MacDonald, **IT WAS RESOLVED** that no recommendation would be submitted to the Borough Council to avoid any misinterpretation of a response. **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the second recommendation be submitted to the Borough Council:

ACTION

Clerk
14/10

Clerk
14/10

Application No	Applicant	Location
Recommendation to the Borough Council		
PL/2015/52180/MINFHO	Mrs J Ward	120 Water Orton Road B36 9HE
No recommendation submitted because applicant is a parish councillor.		
PL/2015/52175/TPO	Mr D Craddock	7 Kingsleigh Drive B36 9DQ
Could be approved subject to the views of the Tree Officer		

7. Internal Audit Quotations.

Following careful consideration of the 4 comparable quotations, **ON THE PROPOSITION** of Cllr Upton, **SECONDED** by Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the internal audit for 2016/17 (taking place in 2017) should be undertaken by the Audit Department of Solihull MBC. At the request of the Chairman, members undertook to review this decision in one year.

Asst Clerk
11/11

8. War Memorial Condition Survey.

Members discussed the concerns of Cllr Mrs. Haywood about deterioration of the memorial stonework since the last work undertaken in 2012. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Haywood seek 3 quotations for the necessary remedial work to the memorial, noting the previous advice that the red wording should not be restored. Members supported the view that financial provision should be in place for work to be completed by 2018.

ACTION

AEH
14/12

9. Parish Plan.

The Chairman reminded members of the importance of the Parish Plan, led by former Cllr John Whelan during his year as Chairman. Members were asked to re-read the document and as the next council meeting was discussing law and order with Sgt. Heathcote as guest speaker, the Clerk was asked to re-send the Plan to the police. It was agreed the Committee should focus on subsequent topics by reviewing each one in turn at consecutive meeting, potentially forming ideas for use of the money set aside for developing initiatives. Members would endeavour to update what action points had been achieved and what remained to be fulfilled. The 2013 document remained available on the parish council website.

Clerk
asap

FGP
11/11

10. Small Grants Application.

Cllr Riordan left the meeting due to a conflict of interest and the Vice-Chairman took the chair. Members noted that Age UK had been unable to secure the additional funding for their Castle Bromwich Library project to take place and as the grant was conditionally given for this specific use, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the £2,000 could not be used for a project at Chelmsley Wood and should be returned to the parish council. The Clerk was asked to point out this would not preclude future applications for grant funding. Cllr Riordan rejoined the meeting.

Clerk
28/10

11. Consultation by Birmingham City Council Consultation.

Members noted the opportunity to comment on the Development Management DPD (DM DPD) to accompany the Birmingham Development Plan. **IT WAS AGREED** that members would prefer to submit individual responses to consultations on a personal basis, unless it was a major consultation that the Council requested should be an agenda item.

Members
19/10

Clerk
assap

12. Treasurer's Bond.

Members noted the document from the early 1900's and the Clerk was asked to seek advice from NALC on process to establish a value, if any.

Clerk
28/11

13. Unity Banking Payments.

At the request of Cllr Upton, members noted his frustration with procedures, including delays with payments not being authorised promptly by councillors. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Upton, **IT WAS UNANIMOUSLY RESOLVED** that for a trial period of 2 months, the payments would be entered on the system by Cllr Upton before the November meeting, with a payment date of 2 days after the council meeting. The Clerk would need to process the internal transfer before the meeting. The Clerk reported she had investigated a discrepancy of £2.66 on the September listings and details had been emailed to authorisers to enable the correct payment to be made. A correction would be required on the accounting entry.

BU
23/11

Clerk
20/11

Clerk
asap

14. Working Parties.

Members noted the Events Working Party had met on 7th August 2015 to discuss arrangements for the Carol Concert with the majority of arrangements in line with previous years and minor changes to improve the poster. Distribution dates were outlined and councillors asked to donate either a raffle prize (i.e. biscuits or tin of sweets, children puzzles, tubs of crayons with colouring book) or mince pies to be handed to Council Office before the event. The Youth Council had been invited to read a poem and the guest list

Members
20/11

had been adjusted slightly. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that a large laminated poster should be arranged, provided it cost no more than £50.

The Clerk reported her serious concerns that plans were behind schedule for the Remembrance Parade and her ability to deliver the event safely and efficiently would rely upon priorities being adjusted if practical help was not forthcoming. Letters had been delivered by a councillor to Village Green residents and businesses to notify them of the road closure. Members noted arrangements were still needed for the public address system, catering provision, administration, hi-vis repairs, supplies and equipment checks. Preparations would continue and some members were able to offer help, suggestions and advice.

15. Residents' Concerns.

Members noted the list of concerns previously circulated and commented on the footballing issues previously raised. It was **NOTED** that the Hall Manager had confirmed replacement goal posts were being arranged by Bromford Lions and the Cricket and Sports Club, who were working well together.

16. Training.

Members noted the Clerks' suggestion that training on byelaw enforcement may be helpful or reserve measures considered to be put in place to deal with certain future eventualities.

17. Clerk's Report.

Members noted that the Chairman had been invited to support the Castle Bromwich Beaver group at an event, prior to him attending the Castle Bromwich Singers concert at Arden Hall. The Clerk confirmed that the closure of audit notice had been duly displayed and circulated to members; that places were available at a Stakeholder Event by Western Power Distribution on 3rd November when the focus would be on Distributed Generation (something that she believed Castle Bromwich was affected by as her attendance in her own time at Customer Panel events had expanded her understanding); an unexpected problem had arisen as Lloyds bank had suddenly ceased to allow faxes for internal transfers – a potential solution would be to write cheques until a permanent solution was in place; the Clerk had been approached to explain about the parish and town council sector by people establishing a new council; Solihull MBC had confirmed that they were discontinuing payroll outsourcing; also confirming that they could not provide the parish council with access to their list of potentially redundant employees as this would breach data protection regulations. Members noted the £101.94 cashback received on the Costco purchases made under the parish subscription and **AGREED** to review this next year if regular usage was not maintained.

ACTION
PA asap

Clerk
JR/PA/
AEH
asap

FGP
tbc