

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB

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Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey

Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan, Cllr. M Strong, Cllr. S Temperton,
Cllr. J Ward + 6 vacancies

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING

HELD AT ARDEN HALL WEDNESDAY 17TH JANUARY 2024 AT 6:45PM

Members Present:	Cllr. P Allen, Cllr. S Beechey, Cllr. A Haywood, Cllr. J Riordan, Cllr. S Temperton & Cllr. J Ward.
Guests in Attendance:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

		Action
C24-001	Welcome: Cllr. P Allen welcomed all to the meeting.	
C24-002	Apologies for Absence: Apologies were received and noted from Cllr. J Macdonald, Cllr. D Pearce & Cllr. M Strong.	
C24-003	Declarations of Interests & Dispensations: None.	
C24-004	Public Question Time: None	
C24-005	Minutes: The minutes of the Parish Council meeting held on Wednesday 20 th Dec 2023 were agreed as a true record of the meeting by those who had been present.	

C24-006

Finances 2024-25:

a. The appropriateness of Ear Marked Reserves for future spending plans was considered. It was noted that work will commence on a 10-year plan.

RESOLVED: That the Ear Marked reserves for year-ending 31st March 2024 be approved as below, with the projected EMR for year-ending 31st March 2025 approved as part of budget preparation.

Ear Marked Reserves at	31 st March 2024	31 st March 2025
EMR- Open Spaces/Pavilion R&R	£59,709.68	£9709.68
EMR - Tree Maintenance	£15,030	£15,030
EMR - Playgrounds	£100,000	£0
EMR - Youth Council VG	£250	£250
EMR - Capital Projects	£30,000	£30,000
EMR - War Memorial	£9000	£9000
EMR - Election Costs	£1000	£1000
EMR - Defibrillators	£3000	£3000
EMR - CIL Money	£1441.99	£1441.99
EMR Total	£219,431.67	£69,431.67

b. The draft 2024-25 budget was considered.

RESOLVED: That the 2024-2025 budget be approved. (attached at p3-8)

c. It was noted that budgeted expenditure of £761,339 in 2024-25 would allow for necessary refurbishment of the Pavilion and Phase II of the Playground for juniors to be built. It was noted that the tax base has increased by 1 to 3889. The shortfall between precept and expenditure will be funded through trading activities and funding from reserves. The precept for 2024-25 was considered in line with the Reserves and Investment Strategy and found to be compliant.

RESOLVED: That the Clerk be authorised to serve a precept demand of £388, 158 on SMBC.

	2023/24	2024/25
Precept	373,229	388,158
Band D Precept Charge	£95.99	£99.81
Number of Band D equivalent dwellings (tax base)	3888	3889
% increase to precept	3.9%	4%

C24-007 **Meeting Schedule**

Full Council	31 st Jan, 28 th Feb, 27 th Mar
Leisure Services Committee	7 th Feb, 10 th Apr
Finance and General Purposes Committee	13 th Mar, 15 th May
Staffing Committee: (Council Office)	12 th Apr
Standing Orders Working Party	8 th Feb 9:15am

This meeting ended at 6:55pm.

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Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

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Dated

Budget Headings

Start of year 01/04/23

Heading	Account	2023/24	Revised	2024/25	Last year's actual	
Democratic Services Income						
1010	Chairman's Charity Income	04515355	£1,000.00	£1,000.00	£1,000.00	£654.00
1800	DEFUNCT Sundry Income	04515460	£0.00	£0.00	£0.00	£0.00
1805	Youth Council	04515460	£200.00	£200.00	£400.00	£0.00
1870	Interest	06916381	£100.00	£100.00	£800.00	£238.06
1900	Precept	20278922	£373,229.00	£373,229.00	£388,158.00	£359,219.00
1905	VAT Refund	20278922	£0.00	£0.00	£0.00	£16,317.21
1940	CIL Funding	20278922	£0.00	£0.00	£0.00	£0.00
1950	Support grants	20278922	£0.00	£0.00	£0.00	£0.00
2011875	Investment income	06916381	£3,000.00	£3,000.00	£10,000.00	£4,032.02
	Total		£377,529.00	£377,529.00	£400,358.00	£380,460.29
Democratic Services Expenditure						
4000	Wages	20278922	£85,000.00	£85,000.00	£88,000.00	£73,784.07
4001	Employers'NI	20278922	£12,792.50	£12,792.50	£8,800.00	£7,204.04
4003	Employers' Pension	20278922	£19,295.00	£19,295.00	£20,350.00	£17,970.76
4010	Chairman's Charity Fund Grant	04515355	£1,000.00	£1,000.00	£1,000.00	£400.00
4030	Staff training	20278922	£2,000.00	£2,000.00	£2,500.00	£494.50
4040	Staff travel	20278922	£1,500.00	£1,500.00	£1,200.00	£475.61
4070	Staff uniforms	20278922	£1,000.00	£1,000.00	£1,000.00	£637.04
4120	Heating and lighting	20278922	£1,500.00	£1,500.00	£2,500.00	£1,100.11
4130	Insurance	20278922	£1,200.00	£1,200.00	£1,000.00	£1,075.00
4155	Cleaning materials	20278922	£150.00	£150.00	£100.00	£38.37
4170	Repairs and maintenance	20278922	£2,000.00	£2,000.00	£6,000.00	£619.54
4185	Furniture & Equipment	20278922	£1,000.00	£1,000.00	£1,000.00	£348.48
4400	Stationery	20278922	£400.00	£400.00	£300.00	£245.28
4405	Printer/Copier	20278922	£850.00	£850.00	£1,000.00	£781.18
4415	Postage	20278922	£50.00	£50.00	£50.00	£13.15
4417	Telephone	20278922	£1,500.00	£1,500.00	£2,100.00	£1,325.90
4421	Website	20278922	£250.00	£250.00	£350.00	£349.14
4422	IT	20278922	£3,000.00	£3,000.00	£6,500.00	£3,068.24
4436	Advertising - statutory	20278922	£500.00	£500.00	£500.00	£50.00
4460	Subscriptions	20278922	£2,200.00	£2,200.00	£2,000.00	£1,711.99

Budget Headings

Start of year 01/04/23

Heading	Account	2023/24	Revised	2024/25	Last year's actual	
4500	Chairmans Allowance	20278922	£1,300.00	£1,300.00	£1,300.00	£1,300.00
4510	Councillor Allowances	20278922	£2,800.00	£2,800.00	£2,800.00	£0.00
4520	Councillor expenses	20278922	£200.00	£200.00	£200.00	£83.70
4525	Councillor training	20278922	£500.00	£500.00	£500.00	£485.00
4550	Bank charges - UTB Disbursements	20278922	£240.00	£240.00	£144.00	£117.00
4553	Bank charges - Lloyds Disbursement	04515460	£0.00	£0.00	£0.00	-£204.00
4556	Card Payment Fees	20278922	£1,000.00	£1,000.00	£1,000.00	£797.76
4580	Audit fees	20278922	£2,000.00	£2,000.00	£2,500.00	£1,653.50
4585	Professional fees	20278922	£11,000.00	£11,000.00	£9,000.00	£3,478.50
4587	Professional advice, staffing	20278922	£6,000.00	£6,000.00	£6,000.00	£3,892.88
4600	Events - civic service	20278922	£600.00	£600.00	£500.00	£131.98
4601	Events - Remembrance parade	20278922	£3,000.00	£3,000.00	£3,000.00	£2,284.45
4610	Events - special events	20278922	£1,500.00	£1,500.00	£1,500.00	£456.57
4630	Events - Christmas tree, concert	20278922	£200.00	£200.00	£100.00	£18.53
4640	Election costs	20278922	£2,000.00	£2,000.00	£250.00	£0.00
4650	Parish Plan actions	20278922	£500.00	£500.00	£500.00	£0.00
4720	Section 137 spend	20278922	£500.00	£500.00	£500.00	£0.00
4752	Refundable Bonds	20278922	£0.00	£0.00	£0.00	£0.00
4800	Grant aid	20278922	£200.00	£200.00	£200.00	£100.00
4805	Community Support	20278922	£0.00	£0.00	£0.00	£0.00
4810	Youth Parish Council	20278922	£500.00	£500.00	£400.00	£0.00
4899	Miscellaneous expenditure	20278922	£500.00	£500.00	£500.00	£2.83
4940	Capital projects	20278922	£0.00	£0.00	£0.00	£0.00
4999	Contingency	20278922	£18,000.00	£18,000.00	£30,000.00	£0.00
8888	Accounting Corrections	20278922	£0.00	£0.00	£0.00	£0.00
	Total		£189,727.50	£189,727.50	£207,144.00	£126,291.10

Budget Headings

Start of year 01/04/23

Heading	Account	2023/24	Revised	2024/25	Last year's actual	
Arden Hall Income						
1000	Hall hire	04515460	£65,000.00	£65,000.00	£65,000.00	£64,510.08
1005	Hirer Storage	04515460	£0.00	£0.00	£1,000.00	£0.00
1020	Music Licence (Recharge)	04515460	£0.00	£0.00	£500.00	£0.00
1050	Hall hire sundry	04515460	£500.00	£500.00	£250.00	£823.84
1100	CBPC Function Income	04515460	£8,000.00	£8,000.00	£4,000.00	£6,156.20
1800	Sundry	04515460	£2.00	£2.00	£2.00	£11.85
2000	Suspense	06916381	£0.00	£0.00	£0.00	£0.00
4752	Refundable Bonds	04515460	£0.00	£0.00	£0.00	£580.00
	Total		£73,502.00	£73,502.00	£70,752.00	£72,081.97
Arden Hall Expenditure						
1105	CBPC Function Exp	20278922	£4,000.00	£4,000.00	£2,000.00	£1,412.63
4000	Wages	20278922	£60,000.00	£60,000.00	£65,000.00	£60,136.78
4001	Employers' NI	20278922	£9,030.00	£9,030.00	£8,000.00	£3,495.07
			Budget reallocated to OSP4170 as not needed here			
4003	Employers' Pensions	20278922	£13,800.00	£13,800.00	£15,000.00	£14,058.54
4110	NNDR	20278922	£14,000.00	£14,000.00	£10,000.00	£12,350.25
4115	Rates - water	20278922	£4,500.00	£4,500.00	£6,000.00	£3,723.08
4120	Heating and lighting	20278922	£28,000.00	£28,000.00	£35,000.00	£18,745.42
4130	Insurance	20278922	£3,500.00	£3,500.00	£3,800.00	£2,751.78
4150	Cleaning materials	20278922	£2,300.00	£2,300.00	£2,200.00	£1,653.83
4157	Waste removal	20278922	£3,000.00	£3,000.00	£3,500.00	£2,094.22
4170	Repairs and maintenance	20278922	£25,000.00	£25,000.00	£20,000.00	£22,574.20
			£1000 TO BAR EQUIPMENT			
4175	CCTV and security	20278922	£2,000.00	£2,000.00	£5,000.00	£4,019.91
4185	Furniture & Equipment	20278922	£3,000.00	£3,000.00	£4,000.00	£1,010.47
4400	Stationery	20278922	£150.00	£150.00	£150.00	£52.80
4405	Printer/Copier	20278922	£600.00	£600.00	£800.00	£493.11
4415	Postage	20278922	£50.00	£50.00	£50.00	£0.00
4417	AH Telephone	20278922	£600.00	£600.00	£0.00	£148.22
4422	IT	20278922	£2,500.00	£2,500.00	£2,500.00	£1,058.04
4435	DEFUNCT Marketing and promotion	20278922	£0.00	£0.00	£0.00	£0.00
4585	DEFUNCT Professional fees	20278922	£0.00	£0.00	£0.00	£0.00

Budget Headings

Start of year 01/04/23

Heading	Account	2023/24	Revised	2024/25	Last year's actual	
4701	Refreshment Stock	20278922	£400.00	£400.00	£200.00	£82.35
4710	Music licences	20278922	£1,000.00	£1,000.00	£2,000.00	£1,395.01
4750	Function licences	20278922	£220.00	£220.00	£250.00	£180.00
4899	Miscellaneous	20278922	£200.00	£200.00	£200.00	£0.00
4940	Capital projects	20278922	£10,000.00	£10,000.00	£0.00	£3,685.59
	Total		£187,850.00	£187,850.00	£185,650.00	£155,121.30

Budget Headings

Start of year 01/04/23

Heading	Account	2023/24	Revised	2024/25	Last year's actual	
Bar Income						
1420	Bar sales	04515460	£60,000.00	£60,000.00	£60,000.00	£44,932.45
1425	Coffee Machine Sales - Spencer	04515460	£0.00	£0.00	£2,250.00	£0.00
	Total		£60,000.00	£60,000.00	£62,250.00	£44,932.45
Bar Expenditure						
4000	Wages	20278922	£7,500.00	£7,500.00	£7,500.00	£4,248.42
4001	Employers' NI	20278922	£0.00	£0.00	£0.00	£0.00
4003	Employers' Pensions	20278922	£1,725.00	£1,725.00	£1,725.00	£0.00
4155	Cleaning materials	20278922	£300.00	£300.00	£300.00	£67.83
4170	Repairs and maintenance	20278922	£1,000.00	£1,000.00	£1,000.00	£465.67
4190	Bar Equipment	20278922	£1,500.00	£1,500.00	£1,500.00	£672.41
			C22-094g moved from AH 4170			
4585	Professional fees	20278922	£1,000.00	£1,000.00	£800.00	£1,086.60
4700	Bar purchases	20278922	£25,000.00	£25,000.00	£20,000.00	£18,178.93
4705	DEFUNCT Other	20278922	£0.00	£0.00	£0.00	£0.00
4710	Coffee Machine - Spencer	20278922	£2,000.00	£2,000.00	£2,250.00	£0.00
	Total		£40,025.00	£40,025.00	£35,075.00	£24,719.86

Budget Headings

Start of year 01/04/23

Heading	Account	2023/24	Revised	2024/25	Last year's actual	
Open Spaces & Pavilion Income						
1060	Facilities hire	04515460	£18,000.00	£18,000.00	£23,000.00	£18,088.67
1061	Hirer Storage	04515460	£0.00	£0.00	£1,200.00	£0.00
1065	Pitches / tennis	04515460	£200.00	£200.00	£200.00	£95.00
1066	Pitches / football	04515460	£4,000.00	£4,000.00	£6,800.00	£3,300.00
1067	Pitches / cricket	04515460	£1,500.00	£1,500.00	£2,000.00	£1,660.00
	Total		£23,700.00	£23,700.00	£33,200.00	£23,143.67
Open Spaces & Pavilion Expenditure						
4000	Wages	20278922	£65,000.00	£65,000.00	£71,500.00	£54,310.28
4001	Employers' NI	20278922	£9,782.50	£9,782.50	£10,725.00	£2,373.38
			Budget reallocated to OSP4170 as not needed here			
4003	Employers' Pensions	20278922	£14,755.00	£14,755.00	£16,445.00	£11,120.70
4120	Heating and lighting	20278922	£14,500.00	£14,500.00	£20,000.00	£7,392.05
4130	Insurance	20278922	£1,400.00	£1,400.00	£1,500.00	£1,150.00
4155	Cleaning materials	20278922	£1,500.00	£1,500.00	£1,800.00	£1,025.50
4157	Waste removal	20278922	£4,000.00	£4,000.00	£4,300.00	£3,134.34
4170	Repairs and maintenance	20278922	£25,000.00	£25,000.00	£18,000.00	£5,421.49
			Budget reallocated from AH&OSP4001 as needed for works			
4175	DEFUNCT CCTV and security	20278922	£0.00	£0.00	£0.00	£0.00
4180	Defibrillators	20278922	£200.00	£200.00	£0.00	£520.00
4185	Furniture & Equipment	20278922	£3,000.00	£3,000.00	£3,000.00	£460.14
4200	Grounds maintenance	20278922	£30,000.00	£30,000.00	£30,000.00	£20,592.96
4208	War Memorial maintenance	20278922	£0.00	£0.00	£0.00	£18.75
4224	Tennis courts maintenance	20278922	£2,000.00	£2,000.00	£2,000.00	£0.00
4230	Playground safety works	20278922	£3,000.00	£3,000.00	£3,000.00	£115.50
4235	New Playground	20278922	£113,000.00	£113,000.00	£100,000.00	£3,500.00
4250	Tree maintenance	20278922	£3,000.00	£3,000.00	£0.00	£4,470.00
4417	Telephone	20278922	£650.00	£650.00	£1,200.00	£477.59
4940	Capital projects	20278922	£0.00	£0.00	£50,000.00	£0.00
	Total		£290,787.50	£290,787.50	£333,470.00	£116,082.68