

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 3RD APRIL 2017

PRESENT: Councillor C. McLaughlin (in the Chair)
P. Allen
M. Blackburn
K. Dooley
J. Kimberley
S. McLaughlin
F.A. Nash
L. Sorrell

1. APOLOGIES

Apologies for non-attendance from Councillors Bennett-Watson (childcare issues), and F.V. Nash (meeting at Solihull Council) were received and acknowledged but not approved.

2. DECLARATIONS OF PECUNIARY INTEREST FROM MEMBERS AND OTHER
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest made by members relating to items on the agenda.

3. MINUTES

RESOLVED that the Minutes of the Meeting of the Committee held 20th February 2017 be approved and signed by the Chairman as a correct record of the proceedings

4. REPORT BY THE CLERK TO THE COUNCIL: INCOME FROM HIRE OF THE FORDBRIDGE CENTRE

The Clerk submitted a report, for members' information, detailing income from hire of the Fordbridge Centre in the current financial year, and also the two previous financial years. The detailed information is set out in Appendix A.

5. CONSIDERATION OF EMPLOYING A RELIEF CARETAKER/HANDYMAN AT THE FORDBRIDGE CENTRE

The Clerk reported on recent staff changes and the proposal to create a third post incorporating a role as a handyman. He outlined some positive and negative aspects of the proposal and recommended that as it was no longer an urgent matter it could be considered by the Staffing Committee

RESOLVED that consideration of this matter be referred to the next meeting of the Staffing Committee

6. CONSIDERATION OF PRODUCING AN ANNUAL REPORT AND POTENTIAL ITEMS TO BE INCLUDED

The Clerk submitted a report outlining the potential items to be included in an annual report to be published by the Council. He further recommended that an annual report be produced to be added to the Council's website to enhance communication with residents

RESOLVED that the Clerk produce a draft report for approval by the Council including the items set out in Appendix B

7. CONFIRMATION OF THE APPOINTMENT OF THE COUNCIL'S INTERNAL AUDITOR

The Clerk recommended that the Council retain the services of Diane Malley who had written to him confirming her availability and also confirming her competence and independence. She also confirmed that there would be no increase to her charge.

RESOLVED that Diane Malley be engaged as the Council's internal auditor for the next twelve months

8. REVIEW OF SCHEDULE OF RECIPIENTS FOR PAYMENTS BY DIRECT DEBIT AND ELECTRONIC PAYMENT

The Clerk submitted the existing schedule of recipients for payments by direct debit and the appropriate form of electronic payment in accordance with the revised financial regulations. Members were invited to consider any amendments to the existing schedule.

RESOLVED that the existing schedule of recipients for payments by direct debit and electronic payment as set out in Appendix C be approved.

The meeting closed at 8.20 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

Income from hire of the Fordbridge Centre

	2014/15	2015/16	2016/17	
	£	£	£	
April	1,309.00	2,236.00	2,198.00	1,665.00
May	1,710.00	1,165.00	1,386.00	3,330.00
June	1,468.00	1,433.00	2,312.00	5,000.00
July	2,298.00	2,070.00	1,525.00	6,665.00
August	954.00	1,253.00	1,481.00	8,330.00
September	2,099.00	1,458.00	954.00	10,000.00
October	1,459.00	1,892.00	1,653.00	11,665.00
November	1,115.00	1,626.00	1,914.00	13,330.00
December	856.00	788.00	1,256.00	15,000.00
January	1,719.00	1,399.00	1,588.00	16,665.00
February	<u>1,383.00</u>	<u>2,223.00</u>	<u>1,523.00</u>	18,330.00
	<u>16,370.00</u>	<u>17,543.00</u>	<u>17,790.00</u>	
March	<u>1,508.00</u>	<u>1,542.00</u>		20,000.00
	17,878.00	19,085.00		

APPENDIX B

Annual Report

- Overview/introduction by the Chairman
- List of members (photograph, contact details, number of attendances during municipal year, profile)
- Garden competition (photographs of gardens and presentation evening)
- Features and photos regarding other Council events (Christmas carol concert, Christmas party, Charity Dance)
- Articles (when appropriate and relevant) regarding financial support by the Council, gateway sites, charity donation, issues arising during the year
- Accounts and Annual Return
- Member's allowances
- Details of online presence (invite to join mailing list)

APPENDIX C

Authorised Payments Using Variable Sum Direct Debits

Payment by variable direct debit in the following circumstances is approved by the Council:-

- Payment to electricity supply, gas supply, refuse collection and telephone providers at the Fordbridge Centre
- Payments to Solihull M.B.C. in respect of business rates
- Payments to the Public Works Loan Board in respect of loan repayments

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Authorised Payments Using Banker's Standing Order, BACS Payment or Internet Banking Transfer as appropriate

Payment of wages, salaries and pension contributions

Payments to H.M.R.C.

Payments to regular suppliers/service providers (Waste Check Ltd, Salter Cleaning Services Ltd, Solihull M.B.C., Midshire Communications Ltd)