

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 10TH OCTOBER 2016

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

1. APOLOGIES

There were no apologies for non-attendance as all members of the committee were present at the meeting.

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 25th  
July 2016 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 AMENDING THE DATE OF THE CHRISTMAS EVENT FOR USERS OF  
THE FORDBRIDGE CENTRE

The Clerk reported that the Council's preferred entertainer is unavailable on the originally agreed date and suggested that the event be moved to 21st December 2016

RESOLVED that the Christmas event for users of the Fordbridge Centre be  
moved to 21st December 2016

6. PROVISION OF A BUFFET AT THE CHRISTMAS EVENT FOR USERS OF THE  
FORDBRIDGE CENTRE

The Clerk reported that he had obtained a menu from the The Buffet Shop as requested which had been circulated to all members.

RESOLVED i) that a buffet be provided at a cost of £5.00 per head at the  
Christmas Event by the Buffet Shop  
ii) that a budget of £50 be utilised to provide desserts/sweets  
separately if not included in the above buffet

7. FINANCIAL ARRANGEMENTS FOR THE CHRISTMAS EVENT FOR USERS OF THE FORDBRIDGE CENTRE

The Clerk submitted a report in accordance with the review of the system of internal control setting out proposed arrangements for payments to be made in relation to the above event

- RESOLVED i) that payment for desserts/sweets as agreed above and if required, be made using the Council's debit card  
ii) that with the above addition, the financial arrangements as proposed by the Clerk and set out in Appendix B be approved

8. APPLICATION TO BE CO-OPTED TO BECOME A MEMBER OF THE COUNCIL

The Clerk submitted correspondence from a former member of the Council expressing an interest in being co-opted to fill a casual vacancy. The Clerk reported that he had spoken to the applicant to confirm that she is not disqualified from standing as candidates.

- RESOLVED i) that in accordance with the Council's standard procedure the candidate be invited to an interview with a sub-committee of five members  
ii) that the sub-committee consist of Councillors Allen, Bennett-Watson, S. McLaughlin, F.V. Nash and Sorrell

9. ARRANGEMENTS FOR A CHAIRMAN'S CHARITY DANCE 2017

Members were asked to consider whether it wished to stage a charity dance in 2017 and if so to consider the draft arrangements for staging the event. Members were reminded that arrangements for all of the Council's events must be approved by the Council or responsibility must be delegated to either a committee or an officer of the Council. Decisions cannot be delegated to individual councillors. All arrangements and correspondence with performers, caterers etc should also be undertaken by the Clerk.

- RESOLVED i) that a Chairman's Dance be held in 2017 and the arrangements for the event as set out in Appendix C be approved.

10. PROVISION OF ENTERTAINMENT AT THE CHAIRMAN'S CHARITY DANCE 2017

The Clerk submitted a report setting out the legal framework for deciding and engaging the provider(s) of entertainment at the Chairman's Charity Dance 2017

- RESOLVED that the Clerk engage Derek James to provide the entertainment again at the 2017 Chairman's Charity Dance

11. CONSIDERATION OF DELEGATING POWER TO THE CLERK TO MAKE URGENT PURCHASES OF OFFICE EQUIPMENT OR EQUIPMENT FOR THE FORDBRIDGE CENTRE, SUBJECT TO AN AGREED LIMIT

Members were invited to consider delegating power to the Clerk to make urgent purchases when deemed necessary and what limits or restrictions should be put in place

- RESOLVED i) that the Clerk be given power to spend up to £250 to make urgent purchases of office equipment or equipment for the Fordbridge Centre  
ii) that as a matter of courtesy before making a purchase the Chairman is to be notified and the purchase reported to the next meeting of the Council  
iii) that the Clerk seek advice from the Council's auditor on the legality of the delegated power.

12. ST. LEONARD'S DAY CENTRE

The Clerk reported on ongoing financial difficulties facing the Centre and discussions regarding the feasibility of the Centre being accommodated at the Fordbridge Centre. He advised that discussions would continue and he would report to the Council in due course. Members were invited to consider making a donation to the Day Centre to assist with the costs of its annual Christmas party. Members were also advised that residents of Fordbridge were amongst the users of the Day Centre

- RESOLVED i) that in accordance with the provisions of Section 137 of the Local Government Act 1972 the Council make a donation of £200 to St. Leonard's Day Centre  
ii) that the Clerk ascertain the exact number of residents of Fordbridge that use the centre

13. HIRE OF THE FORDBRIDGE CENTRE: PROVISION OF REFRESHMENTS FOR ACCORD HOUSING

The Clerk advised members that Accord Housing had advised him that they were no longer in a position to provide refreshments directly for use by their staff on its training courses. They had indicated their willingness to reimburse the Council for providing the required consumables.

- RESOLVED that the Council take no further action on this matter

14. BAR PROVISION AT THE FORDBRIDGE CENTRE

The Clerk outlined some concerns regarding bar provision at the Fordbridge Centre and a possible solution in respect of an alternative provider, although he did express some reservations which would need to be resolved. Members also voiced their concerns and also expectations for future provision.

- RESOLVED that consideration of this matter be deferred and the Clerk meet the potential alternative provider to discuss future provision

15. WALC TRAINING EVENT: INDUCTION FOR NEW COUNCILLORS

The Clerk reported that Councillor Blackburn had indicated his wish to attend an induction event for new councillors. The Clerk reported that the general cost of the event is £45.00

- RESOLVED that Councillor Blackburn attend the next available induction event

16. AUDIT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2016: EXTERNAL AUDITOR'S REPORT

The Clerk confirmed that the Council's external auditors had completed the audit for the financial year ended 31st March 2016 and he submitted their report giving an unqualified opinion for the relevant year. The Clerk advised that the auditor had drawn attention to a minor error made by the Clerk in completing the Annual Return

- RESOLVED that the auditor's report including the identified item be received and accepted

17. APPROVAL OF A TRANSFER BETWEEN THE COUNCIL'S CURRENT AND DEPOSIT ACCOUNTS

The Clerk advised that transfers between the Council's various accounts required approval in accordance with the revised financial regulations. He recommended that a transfer of £30,000 be made from the current account to the deposit account following receipt of the second instalment of this year's precept.

RESOLVED that the Clerk's recommendation be approved and the relevant transfer be made

The meeting closed at 9.05 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	<u>954.00</u>	<u>1,253.00</u>	<u>1,481.00</u>	8,330.00
	7,739.00	8,157.00	8,902.00	
September	2,099.00	1,458.00		10,000.00
October	1,459.00	1,892.00		11,665.00
November	1,115.00	1,626.00		13,330.00
December	856.00	788.00		15,000.00
January	1,719.00	1,399.00		16,665.00
February	1,383.00	2,223.00		18,330.00
March	<u>1,508.00</u>	<u>1,542.00</u>		20,000.00
	17,878.00	19,085.00		

APPENDIX B

**Financial Arrangements for the Christmas Event for Users of the Fordbridge Centre**

Buffet: Payment to be made by cheque (ideally following receipt of invoice)

Entertainer: Payment to be made by cash (separate petty cash cheque to be drawn)

Bottles of wine for guests: Payment to be made using the Council's debit card

Gifts for guests: Payment to be made using the Council's debit card

Table decorations: Payment to be made from regular petty cash

Other refreshments, equipment or consumables: Payment to be made from regular petty cash (up to a maximum value of £25)

Members of the Council may be required to perform tasks during the advance preparations for the event which may require them to incur expenses. The Council undertakes to reimburse any member who incurs travel expenses as a result of performing tasks relating to the preparations for this event.

## APPENDIX C

### **Chairman's Charity Dance 2017**

Date 22nd April 2017

Nominated charity: West Midlands Air Ambulance

Ticket price £5.00

Invitations to be extended to Castle Bromwich, Chelmsley Wood, Kingshurst and Smith's Wood Councils in accordance with usual protocol.

Maximum number of invited guests 4 (plus those listed above)

Members of the Council will be expected to pay for their own tickets.

Provide entertainment with a budget of: £300 (advise entertainers that all guests must be paid for)

Buffet with a budget of £350 to be provided by a commercial caterer or social enterprise

Hold a raffle, selling tickets at a price of 20 pence per ticket.

Produce a banner advertising the event to be displayed on the perimeter fence at the Fordbridge Centre.

Provide table decorations with a budget of: £50

No children under the age of 16 to be allowed. No reduction in ticket price.