

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 20TH FEBRUARY 2017

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

1. APOLOGIES

An apology for non-attendance from Councillor F.V. Nash was received and noted.

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 9th  
January 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. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.12.2016

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st December 2016. He reported that there were no additional significant variations other than those already approved.

RESOLVED that the details of the comparison between actual income and  
expenditure and the budget allocation for the period ended 31st  
December 2016 be noted and approved.

6. FORDBRIDGE CENTRE: GROUNDS MAINTENANCE CONTRACT – APPOINTMENT OF  
CONTRACTOR FROM 1ST APRIL 2017

The Clerk submitted quotations from three contractors to fulfil the Council's requirements for grounds maintenance at the Fordbridge Centre from 1st April 2017.

RESOLVED i) that the Council accept the quotation in the sum of £2,073.78 from  
David England to undertake the grounds maintenance at the  
Fordbridge Centre from 1st April 2017  
ii) that the other quotations not be accepted due to a lack of local  
information in respect of one contractor and reservations regarding  
the performance of the other contractor raised by a member of a  
neighbouring Council

7. FORDBRIDGE GATEWAY SITES: MAINTENANCE – APPOINTMENT OF CONTRACTOR FROM 1ST APRIL 2017

The Clerk submitted quotations from three contractors to fulfil the Council's requirements for maintenance of the Fordbridge Gateway Sites from 1st April 2017.

- RESOLVED
- i) that the Council accept the quotation in the sum of £1,729.01 from David England to undertake maintenance of the Fordbridge Gateway Sites from 1st April 2017
  - ii) that the other quotations not be accepted due to a lack of local information in respect of one contractor and reservations regarding the performance of the other contractor raised by a member of a neighbouring Council

8. CHAIRMAN'S CHARITY DANCE 2017: PROVISION OF BUFFET AND RAFFLE PRIZE

Members were invited to consider the arrangements for providing a buffet at the Chairman's Charity Dance and also to decide the Council's raffle prize for the event

- RESOLVED
- i) that the Council again provide a £100 voucher for the Birmingham Hippodrome as the raffle prize
  - ii) that the buffet for the event be provided by the Buffet Shop at the discounted price of £4.00 per head
  - iii) that the sum of £150 be switched from the budget for entertainment at the event to the budget for catering to also include the separate purchase of desserts/sweets

9. REPORT BY THE CLERK TO THE COUNCIL; ANNUAL PARISH MEETING

The Clerk submitted a report regarding identifying a guest speaker, setting the agenda for the Annual Parish Meeting and extending the relevant invitations

- RESOLVED
- i) that the Leader of Solihull Council be invited to speak at the meeting or his Deputy should he not be available
  - ii) that reports by the Town Council and Borough Councillors of their activity during the year be included on the agenda
  - iii) that invitations to attend or supply a written report be sent to each of the Borough Councillors representing the parish of Fordbridge

10. FINANCIAL ARRANGEMENTS FOR THE CHAIRMAN'S CHARITY DANCE 2017

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 that the financial arrangements as proposed by the Clerk and set out in Appendix B be approved

11. CONSIDERATION OF PURCHASING EQUIPMENT FOR RECORDING OF MEETINGS

The Clerk reported that the Council had adopted the protocol on recording and filming meetings and should consider purchasing its own recording equipment to make its own definitive recording of each meeting.

- RESOLVED that the Clerk obtain quotations and report to the next meeting of the Committee providing an explanation of the equipment proposed.

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

Members were invited to consider producing an annual report which could be published on the Council's website and made available to any interested parties and also which items should be included in the report.

RESOLVED that the Chairman of the Council and the Clerk meet to identify items for inclusion and report back to the next meeting of the Committee

The meeting closed at 8.55 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	<u>1,719.00</u>	<u>1,399.00</u>	<u>1,588.00</u>	16,665.00
	<u>14,987.00</u>	<u>15,320.00</u>	<u>16,267.00</u>	
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 Chairman's Charity Event 2017**

- 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)
- Table decorations: Payment to be made from regular petty cash
- Raffle Prize: Purchase to be made using the Council's debit card
- Advertising banner: Purchase to be made using the Council's debit card

Members of the Council will not be required to perform tasks during the advance preparations for the event which may require them to incur expenses.