

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 11TH NOVEMBER 2019

PRESENT: Councillor D. Hinsley (in the Chair)  
P. Allen  
M. Blackburn  
D. Cole  
J. Kimberley  
F.A. Nash  
F.V. Nash  
L. Sorrell

1. APOLOGIES

Apologies for non-attendance from Councillors Bennett-Watson (family emergency) and S. Blackburn (illness)

2. DECLARATIONS OF INTEREST BY MEMBERS 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 30th September 2019 be approved and signed by the Chairman as a correct record of the proceedings

4. HIRE CHARGES AT THE FORDBRIDGE CENTRE

The Clerk submitted details of the existing hire charges at the Fordbridge Centre and members were invited to consider any increases or other amendments

RESOLVED i) that hire charges (including current special arrangements) be increased by £2.00 from 1st April 2020 for all sessions with the exception of: -  
ii) Friday evening, Saturday afternoon and evening  
iii) that there be no further increase before 31st March 2022

5. AUDIT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2019:  
EXTERNAL AUDITOR'S REPORT

The Clerk confirmed that the Council's external auditors had completed the audit for the financial year ended 31st March 2019 and he submitted their report giving an unqualified opinion for the relevant year.

RESOLVED that the auditor's report be received and accepted

6. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 30.9.2019

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 30th September 2019. He reported that there were two significant variations and outlined the details.

RESOLVED that the details of the comparison between actual income and expenditure and the budget allocation and the significant variations for the period ended 30th September 2019 as set out in Appendix A be noted and approved.

7. APPROVAL OF ACTION TAKEN BY THE CLERK IN PURCHASING A REPLACEMENT COMPUTER

The Clerk reported that following confirmation that the Council's computer was beyond repair and also the impromptu discussion at the Council meeting, he had purchased a replacement following advice from Councillor Hinsley. The Council's financial regulations required the Clerk to report his action to the Council as soon as practicable.

RESOLVED that the action of the Clerk taken in accordance with section 4.5 of the Council's financial regulations in purchasing a replacement computer in the sum of £399.99 be approved.

8. CONSIDERATION OF A REVISED COMPLAINTS PROCEDURE

The Clerk submitted details of the NALC draft complaints procedure and reported that it differed significantly from the previous version which had been adopted by the Council. He advised that the new version was clearly updated and more appropriate for use in current situations and recommended that it be adopted by the Council

RESOLVED i) that the revised NALC model complaints procedure be adopted for use by the Council  
ii) that a committee be established for the purpose of hearing complaints to comprise the current membership of the Staffing Committee

9. BAR PROVISION AT THE FORDBRIDGE CENTRE

The Clerk reported that a potential partnership had not in the end been possible and outlined again the potential challenges facing the Council in providing a bar service. A lengthy debate regarding the Council's requirements and the need for a bar were discussed at some length.

RESOLVED that consideration of this matter be deferred to the next meeting and the Clerk look to source alternative bar providers

10. CHAIRMAN'S CHARITY DANCE 2020

Members were asked to consider the remaining draft arrangements for staging the event in 2020. 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 Charity Dance be held in 2020 and the remaining arrangements for the event as set out in Appendix B be approved.  
ii) that consideration of the entertainment for the event be deferred to the next meeting of the Council

11. PROVISION OF RESERVE OR BACK-UP COMPUTER SYSTEM

The Chairman and Clerk reminded members that informal discussion at the last meeting of the Council had tentatively proposed purchase of a reserve computer.

RESOLVED i) that the Clerk utilise an external hard drive and an electronic "Cloud" system to back up the Council's files.  
ii) that the position be reviewed after twelve months at the end of the retailer's guarantee period on the new computer

12. REPRESENTATION IN RESPECT OF REVIEW OF THE CLUB PREMISES CERTIFICATE:  
CHELMSLEY WOOD CONSERVATIVE CLUB

The Clerk advised members that he had circulated details provided by the Police outlining their concerns following incidents of disorder at the Club and concerns about enforcement by the Club of its licensing obligations. He asked members to consider any representation to make as part of the review, he also confirmed that absent members had been invited to make any comments to be considered.

RESOLVED that the Clerk make a representation expressing its dissatisfaction and concern regarding the issues identified in the review and supporting Police action in addressing the problems

13. REPORT OF PLANNING APPLICATIONS RECEIVED AND DECISIONS TAKEN WITH  
DELEGATED POWERS

Change Of Use From Warehouse/Workshop To Wholesale Meat Storage (Approximately 65%); Trade Sales Counter (Approximately 30%); Meat Preparation(Approximately 10%),  
Units 11 To 13 Waterloo Industrial Estate Burhill Way

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Single Storey Side Extension To Form Club/Meeting Room Including New Retaining Wall  
And Railings, Rumours Bar And Grill Saxon Way

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Change Of Use From B1 To B2 For Using The Premises As A Motor Vehicle Repair  
Workshop, Unit 14 Saxon Way

No objections were raised by members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

The meeting closed at 9.00 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

1. Expenditure on stationery and office equipment was higher than the agreed budget. This was due to the Council's decision to purchase a replacement copier.
2. Expenditure on payroll software was higher than the agreed budget. This was due to the inclusion of anti-virus software under this heading.

APPENDIX B

**Chairman's Charity Event 2020**

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: £150 (advise entertainers that all guests must be paid for)

Buffet at a cost of £4.00 per head to be provided by The Buffet Shop

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

Provide table decorations with a budget of: £50

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

Sponsorship to be sought to meet the costs of the event