

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 24TH JUNE 2019

PRESENT: Councillor M. Blackburn
D. Hinsley
J. Kimberley
S. McLaughlin
F.A. Nash
L. Sorrell

1. APPOINTMENT OF CHAIRMAN FOR THE 2019/2020 MUNICIPAL YEAR

RESOLVED that Councillor S. McLaughlin be appointed Chairman of the Committee for the 2019/2020 Municipal Year

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2019/2020 MUNICIPAL YEAR

RESOLVED that Councillor Hinsley be appointed Vice-Chairman of the Committee for the 2018/2019 Municipal Year

3. APOLOGIES

Apologies for non-attendance from Councillors Allen (other official business), Bennett-Watson (personal reasons), Cole (holiday) and F.V. Nash (Solihull Council business) were received and acknowledged but not approved.

4. 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.

5. MINUTES

RESOLVED that the Minutes of the Meeting of the Committee held 1st April 2019 be approved and signed by the Chairman as a correct record of the proceedings

6. APPOINTMENT OF A SUB-COMMITTEE TO UNDERTAKE RESPONSIBILITY FOR MANAGEMENT OF THE COUNCIL'S EVENTS

RESOLVED that Councillors Allen, S. McLaughlin and F.V. Nash be appointed
to form the Events Sub-Committee

7. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.3.2019

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st March 2019. He reported the details of the significant variations to the agreed budget.

RESOLVED that the details of the comparison between actual income and expenditure and the budget allocation and the significant variations for the period ended 31st March 2019 as set out in Appendix A be noted and approved.

8. CONSIDERATION OF A REPORT FROM THE COUNCIL'S INTERNAL AUDITOR

The Clerk confirmed that the Council's internal auditor had completed the internal audit for the financial year ended 31st March 2019 as required by the Accounts and Audit Regulations and he submitted her report.

RESOLVED that the internal auditor's report be received and accepted

9. REPORT BY THE CLERK TO THE COUNCIL: CONSIDERATION OF WRITING OFF DEBT OWED TO THE COUNCIL BY FORDBRIDGE CLUB FOR YOUNG PEOPLE

The Clerk submitted a report setting out details of the sum involved, the historical context of the expenditure, why it had not been possible to recover the debt and confirmed that the debtor organisation involved no longer existed.

RESOLVED that the debt in the sum of £847.09 owed to the Council by Fordbridge Club for Young People be written off as it is clearly irrecoverable.

10. REPORT BY THE CLERK TO THE COUNCIL: IMPROVEMENTS TO THE BAR AREA AND IMPROVED STORAGE/REFRIGERATION ARRANGEMENTS

The Clerk submitted a report highlighting the need to refurbish the bar and also a potential opportunity to provide enhanced storage/refrigeration arrangements in a separate area. A lengthy discussion took place regarding the advantages and disadvantages of the proposal and more general questions regarding the provision of a bar

RESOLVED that the Clerk produce a further report firming up his proposals with more detailed figures and a contingency plan in the event of a change of provider to be submitted to the next meeting of the committee

11. CONSIDERATION OF AMENDING THE ADDITIONAL SCHEDULE TO THE COUNCIL'S FINANCIAL REGULATIONS IN RESPECT OF PAYMENTS USING THE COUNCIL'S DEBIT CARD

The Clerk submitted a report setting out a proposed amendment to increase the limit on spending using the Council's debit card on basic equipment and stationery etc to £50.

RESOLVED that the amended additional schedule to the Council's financial regulations in respect of payments by debit card as proposed by the Clerk and as set out in Appendix B be approved.

12. REVIEW OF THE ADDITIONAL SCHEDULE TO THE COUNCIL'S FINANCIAL REGULATIONS IN RESPECT OF PAYMENTS BY VARIABLE DIRECT DEBIT, STANDING ORDERS, BACS PAYMENT OR INTERNET BANKING TRANSFER

The Clerk submitted a report inviting members to periodically review the relevant sections of the additional schedule to the Council's financial regulations.

RESOLVED that no changes be made to the relevant sections of the additional schedule to the Council's financial regulations

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

Demolish Existing Garage And Erect A New Log Cabin, 39 Oak Croft

A comment was made by one member regarding the impact of the demolition on the adjoining property. No other objections or comments were received from members. In accordance with the provisions of Section 101 of the Local Government Act 1972, the Clerk decided to raise no objections.

Two Storey Rear Extension Projecting Out 3m From Back of Main Property, 246 Conway Road

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.

14. CONSIDERATION OF RECOMMENDATIONS BY SOLIHULL M.B.C. IN RESPECT OF THE PARISH BASIC ALLOWANCE

The Clerk submitted correspondence from Solihull M.B.C detailing the recommended maximum Parish Basic Allowance as expressed as a percentage of the Basic Allowance for the Members of the principal authority as required by the Local Authorities (Members' Allowances) Regulations 2003

RESOLVED that the recommended maximum Parish Basic Allowance of £924 per annum and the Chairman's Allowance of £1,848.00 be adopted with effect from 1st April 2019

15. CONSIDERATION OF AN APPLICATION FOR FINANCIAL ASSISTANCE BY CITIZENS ADVICE: CHELMSLEY WOOD

The committee considered an application for financial assistance submitted by Citizens Advice Chelmsley Wood supported by a set of audited accounts for the 2017/18 financial year.

RESOLVED i) that in accordance with the provisions of the Local Government Act 1972 Section 142 (2A) the council agree in principle to make a donation of £500.00
ii) that the above be subject to the receipt of a set of audited accounts for the 2018/19 financial year and provided that the Bureau's cash balance has reduced significantly.

16. CONSIDERATION OF AMENDMENTS TO ARRANGEMENTS FOR MONITORING OF THE COUNCIL'S INTRUDER ALARM

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

17. CONSIDERATION OF REPLACEMENT OF THE COUNCIL'S PHOTOCOPIER

The Clerk reported that the Council's photocopier/scanner/printer was currently out of use with some doubt about repair due to unavailability of parts. He had obtained quotations from the Council's existing provider for purchase and lease of a new machine and advised that he would also seek additional quotations. A suggestion was also made regarding a basic low cost model for use as an emergency back-up.

RESOLVED that the Clerk be authorised to purchase a replacement printer (if necessary) at a maximum cost of £757.00

The meeting closed at 9.10 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

1. Expenditure for work carried out by Fordbridge Centre staff was higher than the agreed budget. This variation occurs as a result of private functions and weekend events.
2. Expenditure on electricity was higher than the agreed budget. Consumption over the two years remained constant which suggests a slight underestimate within the budget.
3. Expenditure on both the office telephone line and the alarm signaling line were higher than the agreed budget. Usage has not changed which again suggest an underestimation within the budget but also the end of a fixed term contract. Alternative arrangements have already been agreed to enter another fixed term contract which will alleviate this problem.
4. Expenditure on data protection was higher than the agreed budget. This is a result of the consultancy work approved by the Council to ensure compliance with GDPR provisions.

APPENDIX B

Payments up to a maximum of £50 can be made by the Clerk using the Council's debit card in the following circumstances: -

Purchase of stationery, cleaning materials, equipment and consumables

Payments up to a maximum of £100 can be made by the Clerk using the Council's debit card in the following circumstances: -

Gas heating boiler service
Purchase of filter cartridges for catering boiler
Data protection registration
Payroll software

Payments can be made using the Council's debit card in the following circumstances:-

In pursuit of a specific Council decision
Purchase of vouchers for garden competition prizes
Urgent purchases of office equipment or equipment for the Fordbridge Centre in accordance with the procedure detailed in the additional schedule to the Council's financial regulations

After payment is made two members of the Council to counter sign a pro-forma setting out details of the payment made and how it complies with this policy and any payments are reported to the council as made

