

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7TH APRIL 2014

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

1. APOLOGIES

An apology for non-attendance from Councillor Dooley was received and noted.

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 24th February 2014 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 A REPORT BY THE CLERK TO THE COUNCIL: MONTHLY EMPLOYEE COSTS

The Clerk submitted a report, for members' information, detailing the monthly employee costs for the previous month. The detailed information is set out in Appendix B.

6. STRATEGY REGARDING MAXIMISING FUTURE USE OF THE FORDBRIDGE CENTRE

The Clerk submitted a report outlining a draft strategy for maximizing future use of the Fordbridge Centre.

RESOLVED i) that the Clerk be given three months to implement his proposals as set out in Appendix C and report back to the committee on progress.
ii) that a banner advising "Rooms for hire" be displayed on the perimeter of the Fordbridge Centre
iii) that the Clerk investigate the cost of providing direction signs displaying "Fordbridge Town Council, The Fordbridge Centre"

7. CONSIDERATION OF CORRESPONDENCE FROM GOODMAN NASH (PROPERTY AND BUSINESS RATES AUDITORS)

The Clerk submitted correspondence from a company offering to recover on behalf of the Council, business rates potentially overpaid during the previous three years. The company will charge 35% of any sum recovered and no charge will be made if they are unsuccessful. The Clerk advised that he had been contacted again by the company who had inferred that the commission charge may be negotiable.

- RESOLVED i) that the Council have no involvement with Goodman Nash (Property and Business Rates Auditors)
ii) that the Clerk write to Solihull M.B.C to try and ascertain how to obtain a reduction and querying whether they have received a similar approach from any other local council

8. CONSIDERATION OF STAGING A TABLE TOP SALE TO RAISE FUNDS FOR THE CHAIRMAN'S CHARITY FUND

Councillor Hyde offered to stage a table top sale to raise funds for the Chairman's Charity Fund either this year or next year and as requested provided details of proposed costs associated with the idea. He answered questions raised by other members resulting from the proposals.

- RESOLVED that consideration of this matter be deferred until after this year's Charity Dance

9. STRATEGY FOR IDENTIFYING SUITABLE CANDIDATES FOR FILLING CASUAL VACANCIES

The Clerk submitted a draft strategy for identifying suitable candidates for filling casual vacancies following on from the adoption of a person specification for use in the process.

- RESOLVED that the strategy for identifying suitable candidates for filling casual vacancies as set out in Appendix D be approved

10. CONSIDERATION OF A DRAFT PLANNED MAINTENANCE PROGRAMME

The Clerk reported that the council's risk assessment had identified that a planned maintenance programme would be advisable and helpful in taking a pro-active stance to maintenance at the Fordbridge Centre. He submitted a draft planned maintenance programme for consideration.

- RESOLVED that the proposed planned maintenance programme as set out in Appendix E be approved.

11. CLARIFICATION OF THE COUNCIL'S POLICY IN RESPECT OF UTILISING SOCIAL MEDIA SITES

The Clerk reminded members that the Council had decided to open a "Facebook" page and his understanding was that he would provide the relevant information and Councillor S. McLaughlin would upload that information. He had set up a basic page in conjunction with the new website.

- RESOLVED i) that the Clerk and Councillor S. McLaughlin liaise to set up the official page and any major updates
ii) that the Clerk have day to day responsibility for managing the official "Facebook" page.

12. W.A.L.C. TRAINING EVENTS

The Clerk submitted details of upcoming W.A.L.C. training events and the relevant costs including details of a course regarding "Local Government Pension Requirements for Parish and Town Councils"

- RESOLVED that the Clerk attend the above course and details of the cost of the event be provided to the next meeting of the Council

The meeting closed at 9.00 p.m.

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 7TH APRIL 2014

APPENDIX A

Income from hire of the Fordbridge Centre

	2011/12	2012/13	2013/14
	£	£	£
April	3,039.00	2,066.00	2,361.00
May	2,573.00	2,518.00	1,738.00
June	1,528.00	1,660.00	2,039.00
July	2,565.00	2,021.00	1,905.00
August	1,343.00	1,786.00	1,616.00
September	1,458.00	2,031.00	1,383.00
October	1,881.00	2,170.00	1,725.00
November	1,753.00	2,326.00	2,363.00
December	1,221.00	1,771.00	1,788.00
January	2,956.00	1,543.00	2,077.00
February	<u>2,078.00</u>	<u>1,798.00</u>	<u>1,343.00</u>
	<u>22,395.00</u>	<u>21,690.00</u>	<u>20,338.00</u>
March	<u>2,238.00</u>	<u>2,360.00</u>	
	<u>24,635.00</u>	<u>24,050.00</u>	

APPENDIX B

Monthly Employee Costs

February 2014:

Salaries & Wages	£3,845.66
Employer's NI	£178.59
Employer's Pension Contributions	£500.26

APPENDIX C

1. Actively work with the voluntary (third) sector to ascertain need for particular services etc and pro-actively seek to meet any such need.

2. Approach local organisations that have recently used the Centre for training or similar purposes to seek feedback to seek suggestions for improvements and/or changes to the facilities and services being provided. Investigate with these organisations the possibility of a longer term relationship.

APPENDIX D

A standing feature to be included on the Council's new website, setting out broadly what is involved, the type of person that is being sought and suggesting that anybody who is interested should come along to a couple of meetings to view proceedings before making a formal application. This feature to be regularly supplemented by linking reminders on to the Council's social network sites.

Members should also consider people with whom they have contact, for example in other community organisations and who they believe may be suitable. Anybody who is identified can clearly make an application but invitation to attend a couple of meetings as outlined above may be a more appropriate course of action in the first instance.

The Council to regularly write to prominent local organisations highlighting the need for local democracy and representatives, again linking to the website and seeking their help in circulating the information within their organisation and extended contacts. The advice again will be to attend a couple of meetings before making any further commitment.

APPENDIX E

Internal decoration undertaken every 5 years

External decoration undertaken every 3 years

Guttering to be cleared at beginning of April each year

Urgent repairs to be undertaken only on health & safety or security grounds

All other minor repairs/ maintenance to be recorded and undertaken on a quarterly basis subject to resources being available

Specialised maintenance i.e. portable appliance testing, boiler, fire alarm etc to be arranged and accounted for separately

Other preventative maintenance to be identified and scheduled at the appropriate time and subject to availability of resources

Non essential improvements to be costed and allocated when resources allow

Repairs and maintenance are currently carried out by S.M.B.C. Property Services through their contractors. S.M.B.C. have the purchasing power and resources to obtain the best possible schedule of rates for work to be carried out and the Council can utilise all of the benefits of that contract. Basic electrical maintenance is to be carried out by a local contractor.

The objective will be to ideally produce separate budgets for reactive, planned/preventative and specialised maintenance.