

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 15TH JUNE 2015

PRESENT: Councillor P. Allen
H. Bennett-Watson
K. Dooley
J. Kimberley
C. McLaughlin
S. McLaughlin
F.A. Nash
F.V. Nash
L. Sorrell

1. APPOINTMENT OF CHAIRMAN FOR THE 2015/2016 MUNICIPAL YEAR

RESOLVED that Councillor C. McLaughlin be appointed Chairman of the Committee for the 2015/2016 Municipal Year

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2015/2016 MUNICIPAL YEAR

RESOLVED that Councillor Sorrell be appointed Vice-Chairman of the Committee for the 2015/2016 Municipal Year

3. APOLOGIES

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

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 13th April 2015 be approved and signed by the Chairman as a correct record of the proceedings

6. 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.

7. 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.

8. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.3.2015

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st March 2015. He reported that there were five new 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 31st March 2015 as set out in Appendix C be noted and approved.

9. ARRANGEMENTS FOR A CHAIRMAN'S CHARITY DANCE 2016

Members were asked to consider whether it wished to stage a charity dance in 2016 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 2016 and the arrangements for the event as set out in Appendix D be approved.
ii) that the event be held at the Fordbridge Centre and a maximum number of 130 people be allowed to attend.

10. ADOPTION OF REVISED FINANCIAL REGULATIONS

The Clerk reported that revised model financial regulations had been produced by the N.A.L.C. following the changes in legislation to remove the legal requirement for payments to be made by cheque and signed by two members. He submitted revised draft regulations for consideration by members.

RESOLVED that the draft revised financial regulations as submitted be approved

11. SCHEDULE OF RECIPIENTS FOR PAYMENTS BY DIRECT DEBIT AND ELECTRONIC PAYMENT

The Clerk submitted a draft schedule of recipients for payments by direct debit and the appropriate form of electronic payment in accordance with the revised financial regulations.

RESOLVED that schedule of recipients for payments by direct debit and electronic payment as set out in Appendix E be approved.

12. CONSIDERATION OF EXTENSION OF THE CONIFER HEDGE AT THE FORDBRIDGE CENTRE

The Clerk submitted quotations from the Council's grounds maintenance contractor for the provision of 60 conifers at varying semi-mature heights.

RESOLVED that the Council accept the quotation of £260.40 to provide 60 conifers at a height of between 24 and 36 inches, with the work to be undertaken in the Autumn.

13. MAINTENANCE OF THE COMMEMORATIVE PLANTING BED AT THE FORDBRIDGE CENTRE

The Clerk reported that maintenance of the bed was not included in the grounds maintenance contract. He had however spoken to the Council's contractor who was willing to undertake any necessary work specified by the Council whilst on site.

RESOLVED that the Clerk liaise with Councillor Allen to draw up a list of work required and pass on the Council's gratitude to David England.

14. ACKNOWLEDGING A LOCAL ACHIEVEMENT: OFFICIAL HONOUR AWARDED TO LOCAL PERSON

The Clerk reported that the Council had agreed criteria for “Celebrating Local Achievements” and members were invited to consider potential candidates.

RESOLVED that the Clerk send a letter of congratulation to Martin Davies in recognition of his sterling work with Nineacres Drop-In

15. REVIEW OF ARRANGEMENTS FOR PAYMENT OF PARISH BASIC ALLOWANCE

Members were asked to review the arrangements for payment of the Council’s parish basic allowance. He recommended a further clause regarding ongoing payment of the allowance and a requirement for members to advise the Clerk if they no longer wish to receive the allowance.

RESOLVED that the arrangements for the payment of the parish basic allowance as set out in Appendix F be approved

16. CONSIDERATION OF A REQUEST TO ATTEND A MEETING TO DISCUSS A COMMUNITY ACTION NETWORK

The Clerk submitted a brief request to attend and speak at a Council meeting to discuss the establishment of a Community Action Network and possible support and involvement.

RESOLVED that an invitation be extended to Simeon Bright to attend the next meeting of the Council

The meeting closed at 8.45 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 15TH JUNE 2015

APPENDIX A

Income from hire of the Fordbridge Centre

	2013/14	2014/15	2015/16	
	£	£	£	
April	2,361.00	1,309.00	2,236.00	1,665.00
May	<u>1,738.00</u>	<u>1,710.00</u>	<u>1,165.00</u>	3,330.00
	<i>4,099.00</i>	<i>3,019.00</i>	<i>3,401.00</i>	
June	2,039.00	1,468.00		5,000.00
July	1,905.00	2,298.00		6,665.00
August	1,616.00	954.00		8,330.00
September	1,383.00	2,099.00		10,000.00
October	1,725.00	1,459.00		11,665.00
November	2,363.00	1,115.00		13,330.00
December	1,788.00	856.00		15,000.00
January	2,077.00	1,719.00		16,665.00
February	1,343.00	1,383.00		18,330.00
March	<u>2,278.00</u>	<u>1,508.00</u>		20,000.00
	22,616.00	17,878.00		

APPENDIX B

Monthly Employee Costs

April 2015:	
Salaries & Wages	£3,171.66
Employer's NI	£182.84
Employer's Pension Contributions	£361.92
May 2015:	
Salaries & Wages	£3,305.33
Employer's NI	£179.40
Employer's Pension Contributions	£357.14

APPENDIX C

1. Expenditure on repairs and maintenance was significantly higher than the Council's approved budget. This is a result of the Council's decision to undertake external painting and install UPVC fascia and soffits and also essential work to the heating system, both at the Fordbridge Centre. This variation has already been approved but there was also a further variation as a result of the Council's decision to undertake internal decoration at the Fordbridge Centre.

2. Expenditure on water services was significantly higher than the Council's approved budget. The cause is currently being investigated and measures will be put in place to ensure that consumption is reduced.

3. Expenditure on cleaning materials was significantly higher than the Council's approved budget. This is a result of purchasing different and additional materials since the appointment of new members of staff.

4. Expenditure on postage was significantly higher than the Council's approved budget and can only be attributed to the ever increasing cost of postage.

5. Expenditure on environmental improvements was significantly higher than the Council's approved budget. This is due to the Council's decision to plant additional shrubs at the gateway site at Bosworth Drive

APPENDIX D

Date T.B.C.

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, and provide a prize with a budget of: £100 and also ensure two further main prizes are available

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.

APPENDIX E

Authorised Payments Using Variable Sum Direct Debits

Payment by variable direct debit in the following circumstances is approved by the Council:-

Payment to electricity supply, gas supply, refuse collection and telephone providers at the Fordbridge Centre

Payments to Solihull M.B.C. in respect of business rates

Payments to the Public Works Loan Board in respect of loan repayments

Authorised Payments Using Banker's Standing Order, BACS Payment or Internet Banking Transfer as appropriate

Payment of wages, salaries and pension contributions

Payments to H.M.R.C.

Payments to regular suppliers/service providers (Waste Check Ltd, Salter Cleaning Services Ltd, Solihull M.B.C., Midshire Communications Ltd)

APPENDIX F

1. The annual amount of the allowance is set by an independent recommendation from the Solihull M.B.C. remuneration panel.
2. Payment is to be made quarterly in equal instalments on or after the last day of each of the following months:- March, June, September and December.
3. Payment can only be made from the date an elected (not co-opted) member takes office until the date that they cease to be a member.
4. An eligible member who elects to receive the allowance will continue to do so until he/she notifies the Clerk otherwise.