

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 22ND FEBRUARY 2016

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

1. APOLOGIES

An apology for non-attendance from Councillor Bennett-Watson 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 11th  
January 2016 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. BAR PROVISION AT THE FORDBRIDGE CENTRE

The Clerk submitted a report outlining some issues regarding the providers of the bar service at the Fordbridge Centre and an urgent need to clarify responsibilities. He also recommended that music should be allowed until 2315 hours only to assist with clearing the room. The report also drew the attention of members to arrangements at the end of non-licensed evening functions.

RESOLVED i) that the Council accept the recommendations contained in the  
Clerk's report regarding clarification of roles at licensed functions  
and a meeting be arranged with the bar provider to advise them of  
the decision  
ii) that the premises licence for the Fordbridge Centre be amended  
to allow music to be played up to 2315 only  
iii) that unlicensed functions be required to adhere to the same  
conditions regarding drinking up time and music

6. CHAIRMAN'S CHARITY DANCE 2016: PROVISION OF BUFFET

The Clerk submitted a draft outline of items which could be purchased from Costco to provide the buffet at the Chairman's Charity Dance. Members suggested that various items (black pudding, pork pie, cheese board, cake platters and additional chicken legs) could be added and other items (caramel cakes, brownies and chicken wings) could be removed.

- RESOLVED i) that in accordance with the provisions of Section 137 of the Local Government Act 1972, the Council provide a buffet utilising items purchased from Costco at the Chairman's Charity Dance  
ii) that the draft menu as amended above be used as a guide and the final decision be taken by a formal meeting of the Events Sub-Committee

7. CONSIDERATION OF A SPEAKER(S) TO ATTEND THE ANNUAL PARISH MEETING

Members were invited to consider speakers to attend the Council's Annual Parish Meeting in May, to allow sufficient time to be made to make the necessary arrangements

- RESOLVED that an invitation be sent to the cabinet member for housing from Solihull M.B.C to attend the Annual Parish Meeting to discuss a number of issues affecting tenants in the parish

8. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.12.2015

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st December 2015. He reported that there was one significant variation and outlined the details.

- RESOLVED that the details of the comparison between actual income and expenditure and the budget allocation and the significant variation for the period ended 31st December 2015 as set out in Appendix B be noted and approved.

9. DECORATION OF THE FORDBRIDGE CENTRE FOR THE QUEEN'S 90TH BIRTHDAY

Members were invited to consider decorating the Fordbridge Centre in celebration of the Queen's 90th birthday

- RESOLVED that bunting to a maximum value of £50 be purchased to decorate the front of the Centre's perimeter fence and the main entrance

10. CONSIDERATION OF THE COUNCIL'S SOCIAL MEDIA POLICY

The Clerk submitted a draft social media policy utilising recommended practice from the Warwickshire Association of Local Councils

- RESOLVED that consideration of this matter be deferred to allow the Clerk to investigate and produce a policy in respect of wider use of information technology policy

11. CONSIDERATION OF A CHRISTMAS EVENT FOR USERS OF THE FORDBRIDGE CENTRE

The Clerk submitted a report setting out draft proposals for staging a Christmas event for users of the Fordbridge Centre again this year.

- RESOLVED i) that the Council stage a Christmas event for users of the Fordbridge Centre and the arrangements set out in Appendix C be approved  
ii) that consideration of the buffet and entertainment for the event be deferred to a future meeting

12. CONSIDERATION OF PURCHASING A REPLACEMENT COMPUTER AND SOFTWARE

Members were advised that the operating system on the Council's computer (Windows XP) is obsolete and no longer subject to support from Microsoft and was therefore in urgent need of replacement

RESOLVED that consideration of this matter be deferred and the Clerk obtain quotations for a new laptop, Microsoft Office and an external hard drive

13. CONSIDERATION OF INTERNAL DECORATION OF THE REMAINDER OF THE FORDBRIDGE CENTRE

The Clerk reported that completion of internal decoration of the Centre was required and expressed his views regarding the previous contractor, proposed an alternative solution and submitted a quotation.

RESOLVED that consideration of this matter be deferred and the Clerk obtain two further quotations from reliable contractors

14. HIRE OF THE FORDBRIDGE CENTRE: CHRISTMAS EVE

Members were invited to consider the Council's existing policy of closing the Fordbridge Centre to hirers on Christmas Eve

RESOLVED that hire of the Fordbridge Centre be allowed up to 1600 hours on Christmas Eve and this fact be advertised at the appropriate time

15. CONSIDERATION OF REPLACEMENT OF THE HEATING BOILER AT THE FORDBRIDGE CENTRE

The Clerk advised members that he had been advised that the existing heating boiler did not have sufficient capacity to heat the entire building effectively and therefore required replacement.

RESOLVED that consideration of this matter be deferred to allow the Clerk to obtain quotations for replacing the heating boiler

The meeting closed at 9.00 p.m.

.....  
CHAIRMAN

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 22ND FEBRUARY 2016

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	1,738.00	1,710.00	1,165.00	3,330.00
June	2,039.00	1,468.00	1,433.00	5,000.00
July	1,905.00	2,298.00	2,070.00	6,665.00
August	1,616.00	954.00	1,253.00	8,330.00
September	1,383.00	2,099.00	1,458.00	10,000.00
October	1,725.00	1,459.00	1,892.00	11,665.00
November	2,363.00	1,115.00	1,626.00	13,330.00
December	1,788.00	856.00	788.00	15,000.00
January	<u>2,077.00</u>	<u>1,719.00</u>	<u>1,399.00</u>	16,665.00
	18,995.00	14,987.00	15,320.00	
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

1. Loan repayments are higher than the Council's approved budget as a result of the specific decision to make an additional repayment of £5,000.00.

APPENDIX C

**Christmas Event For Users Of The Fordbridge Centre**

Date: 14th December 2016

Persons over 60 only

Admission by ticket only (special invitation from Fordbridge Town Council)

Wine to be provided with buffet

Event to be held between 12.30 pm and 3.30 pm

Christmas crackers on tables which will be decorated by members who wish to volunteer

Small gift (£1 each) to be provided

Arrangements for the day to be organised by the Events Sub-Committee

Proposed maximum budget of £1,000

***Users of the Fordbridge Centre (plus members of KDLC OAP section – maximum 20 people)***

(Priority to be given initially to members of Friends-in-Retirement, Friday Dance Group and Drop-In. Unclaimed tickets from these groups to then be made available on a first come first serve basis to other groups within the Centre). Maximum of 120 people. Invitations are non-transferable