

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 30TH JUNE 2014

PRESENT: Councillor P. Allen  
M. Hyde  
C. McLaughlin  
S. McLaughlin  
F.A. Nash  
F.V. Nash  
L. Sorrell

1. APPOINTMENT OF CHAIRMAN FOR THE 2014/2015 MUNICIPAL YEAR

RESOLVED that Councillor C. McLaughlin be appointed Chairman of the  
Committee for the 2014/2015 Municipal Year

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2014/2015 MUNICIPAL YEAR

RESOLVED that Councillor Sorrell be appointed Vice-Chairman of the  
Committee for the 2014/2015 Municipal Year

3. APOLOGIES

Apologies for non-attendance from Councillors Dooley and Kimberley were received and noted.

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 7th  
April 2014 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 31.3.2014

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st March 2014. He reported that there was one new 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 March 2014 as set out in Appendix C be  
noted and approved.

9. CONSIDERATION OF A REQUEST BY THE "STEP INTO SOLIHULL" PROGRAMME

The Clerk reported that this item had been carried forward from a previous meeting due to time constraint. He also confirmed that the representative of the group had advised that he wished to withdraw the request as an alternative venue had been found.

RESOLVED that no further action be taken on this matter

10. CONSIDERATION OF ARRANGEMENTS FOR A CHAIRMAN'S CHARITY DANCE 2015

Members were asked to consider whether it wished to stage a charity dance in 2015 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 that a Chairman's Dance be held in 2015 and the arrangements for the event as set out in Appendix D be approved.

11. COST OF PROVIDING DIRECTION SIGNS DISPLAYING "FORDBRIDGE TOWN COUNCIL, THE FORDBRIDGE CENTRE"

The Clerk reported that he had approached Solihull M.B.C. regarding the cost of providing revised direction signs, but had not yet received a response.

RESOLVED that consideration of this matter be deferred until a quotation has been made available.

12. OUTDOOR TABLE TENNIS FACILITIES

The Clerk submitted information from the English Table Tennis Association circulated by Sustain regarding outdoor facilities.

RESOLVED that the information be passed to the Meriden Park Adventure Playground group for them to consider if it would be suitable for them

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

The Clerk confirmed that the Council's internal auditors had completed the audit for the financial year ended 31st March 2014 and he submitted their report.

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

14. W.A.L.C. TRAINING EVENTS

The Clerk submitted an invitation from W.A.L.C. to attend a financial briefing on 10th October 2014

RESOLVED that no further action be taken on this matter

15. LONE WORKING WARNING SYSTEMS

The Clerk reported that he had investigated a number of different options to provide a warning system for use by staff when they are working alone. He reported on a system which sent text messages or calls to selected numbers. The system costs £149.99 to purchase outright but there is no ongoing monitoring cost. He however recommended a system provided by Skyguard called SOS Mandown which includes a panic alarm and an SOS signal in the event of a member of staff collapsing whilst working alone. The alarm or signal is sent to a central monitoring station which can summon emergency help if required. The set up cost for each unit is £25 plus a monthly monitoring charge of £9 per month for a 5 year contract.

RESOLVED that the Clerk check the position regarding accidental damage to the unit and proceed with obtaining one SOS Mandown unit for lone working at the Fordbridge Centre for a 5 year contract period

The meeting closed at 8.10 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

**Income from hire of the Fordbridge Centre**

	2011/12	2012/13	2013/14
	£	£	£
April	2,066.00	2,361.00	1,309.00
May	<u>2,518.00</u>	<u>1,738.00</u>	<u>1,710.00</u>
	<i>4,584.00</i>	<i>4,099.00</i>	<i>3,019.00</i>
June	1,660.00	2,039.00	
July	2,021.00	1,905.00	
August	1,786.00	1,616.00	
September	2,031.00	1,383.00	
October	2,170.00	1,725.00	
November	2,326.00	2,363.00	
December	1,771.00	1,788.00	
January	1,543.00	2,077.00	
February	1,798.00	1,343.00	
March	<u>2,360.00</u>	<u>2,278.00</u>	
	<i>24,050.00</i>	<i>22,616.00</i>	

APPENDIX B

**Monthly Employee Costs**

March 2014:	
Salaries & Wages	£4,280.74
Employer's NI	£179.83
Employer's Pension Contributions	£538.71
April 2014:	
Salaries & Wages	£3,908.16
Employer's NI	£169.80
Employer's Pension Contributions	£506.78
May 2014:	
Salaries & Wages	£3,853.16
Employer's NI	£169.98
Employer's Pension Contributions	£508.22

APPENDIX C

1. Expenditure on Christmas lights was significantly higher than the Council's approved budget. This is a result of the Council's decision to purchase replacement lights for use on the Christmas tree at the Fordbridge Centre

## APPENDIX D

Date 18th April 2015

Ticket price £5.00

Invitations to be extended to Bickenhill, Castle Bromwich, Chelmsley Wood, Kingshurst and Smith's Wood Councils in accordance with usual protocol.

Maximum number of invited guests 10 (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 Seeds of Hope

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

Hold a separate raffle selling tickets at £1.00 each and provide a prize with a budget of: £100 and produce "prize draw" tickets

Register with Solihull M.B.C. as a local lottery (cost £20)

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.

The Chairman will be responsible for hospitality and for any other expenditure not otherwise approved by the Council and will also choose the charity or charities to benefit from the event. Responsibility for the detailed arrangements for the event to be delegated to the Events Sub-Committee