

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 18TH JUNE 2018

PRESENT: Councillor P. Allen
M. Blackburn
D. Hinsley
S. McLaughlin
F.A. Nash

1. APPOINTMENT OF CHAIRMAN FOR THE 2018/2019 MUNICIPAL YEAR

RESOLVED that Councillor S. McLaughlin be appointed Chairman of the Committee for the 2018/2019 Municipal Year

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2018/2019 MUNICIPAL YEAR

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

3. APOLOGIES

Apologies for non-attendance from Councillors Bennett-Watson (childcare issues), Cole (holiday), Dooley, Kimberley, C. McLaughlin (recovering following stroke), F.V. Nash (official duties) and Sorrell (holiday) 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 9th April 2018 be approved and signed by the Chairman as a correct record of the proceedings

6. PROVISION OF ADDITIONAL WASHROOM SERVICES AT THE FORDBRIDGE CENTRE

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

7. PARISH BASIC ALLOWANCE

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

8. CONSIDERATION OF ENGAGING AN EXTERNAL ADVISOR TO ENSURE THE COUNCIL MEETS THE REQUIREMENTS OF THE GENERAL DATA PROTECTION REGULATIONS

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

9. CONSIDERATION OF ACTION IN THE EVENT OF AN UNAUTHORISED ENCAMPMENT ON LAND OWNED BY THE TOWN COUNCIL

The Clerk submitted a report asking members to consider a recommended procedure to be used in the event of an unauthorised encampment on land owned by the Town Council. The Clerk provided some background information to the proposals in the light of unauthorised encampments being set up in the local area recently.

- RESOLVED i) that the procedure as recommended by the Clerk and as set out in Appendix A be approved
ii) that the Clerk report back to the next meeting regarding additional security measures to reduce the risk of unauthorised incursion on to land at the Fordbridge Centre

10. 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 2018 as required by the Accounts and Audit Regulations and he submitted her report.

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

11. CONSIDERATION OF PURCHASING ANTI-VIRUS SOFTWARE TO PROTECT THE COUNCIL'S COMPUTER ONLINE

Councillor Blackburn circulated information regarding anti-virus software including recommendations and cost.

- RESOLVED that the Council purchase a two year subscription to ESET Internet Security 11 at a total cost of £59.99

12. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 31.3.2018

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st March 2018. He reported that there were two 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 2018 as set out in Appendix B be noted and approved.

13. FUTURE OF THE CHAIRMAN'S CHARITY EVENT

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

14. CONSIDERATION OF THE TERMS OF REFERENCE FOR THE EVENTS SUB-COMMITTEE

The Clerk submitted revised terms of reference for the Events Sub-Committee which had previously been the responsibility of the now dissolved Environmental Health and Recreation Committee. He reported that the terms of reference had not been reviewed for some time and this review followed the general review of committees by the Council.

- RESOLVED that the terms of reference as submitted by the Clerk and as set out in Appendix C be approved

15. APPOINTMENT OF A SUB-COMMITTEE TO UNDERTAKE RESPONSIBILITY FOR MANAGEMENT OF THE COUNCIL'S EVENTS AND TO APPROVE A DATE FOR THE NEXT MEETING OF THE SUB-COMMITTEE

- RESOLVED i) that Councillors Allen, S. McLaughlin and F.V. Nash be appointed to form the Events Sub-Committee
ii) that consideration of a date for the next meeting of the sub-committee be deferred

16. CONSIDERATION OF RECOMMENDATIONS BY THE CLERK REGARDING THE
FORDBRIDGE PRIZE

The Clerk reported that he had not received any nominations for this year's Fordbridge Prize but a reminder had been sent to all schools prior to the meeting, and recommended that any nominations received should be considered at a special meeting of the Sub-Committee. He also indicated his wish to engage directly with each of the schools to discuss a way forward.

- RESOLVED
- i) that any nominations received by the end of Summer Term be considered at a meeting of the Fordbridge Prize Sub-Committee on Monday 13th August 2018.
 - ii) that the Clerk make direct contact with the member of staff responsible for external liaison at each school regarding the prize
 - iii) that a meeting be arranged between members of the Fordbridge Prize Sub-Committee and the school representatives

The meeting closed at 8.30 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

Procedure to be used in the event of an unauthorised encampment on land owned by the Town Council:-

1. Clerk to notify and liaise with the Police and Solihull M.B.C.
2. Clerk to engage a private bailiff (recommended by Solihull M.B.C.) on behalf of the Council to serve notice on the trespassers and if necessary take possession of the Council's land.
3. The Fordbridge Centre to be closed to both the public and staff for the duration of any unauthorised encampment
4. The Clerk to be authorised to incur the necessary expenditure to make good the grounds following any encampment.
5. The Clerk to liaise with the Chairman who will act as the Council's spokesperson if required.

APPENDIX B

1. Expenditure on website updates is higher than the agreed budget. This variation has occurred as a result of the difficulty in predicting the number and length of updates that will be required in each year.
2. Expenditure on repairs and maintenance was higher than the agreed budget due to a comparatively large amount of remedial work being required on the heating system during the winter months.

APPENDIX C

The committee is appointed to ensure the efficient operation of the Council's events.

1. To prepare basic plans for management on the day of Council's events.
2. To make recommendations relating to future operation of the Council's events
3. To make proposals, when requested to do so regarding specific issues relating to the Council's events
4. To make decisions, when delegated to do so regarding specific issues relating to the Council's events.
5. The sub-committee is to consist of three members and is to meet on an ad hoc basis unless a delegated decision is required, when a formal meeting will be scheduled by the FGP committee