

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 17TH JUNE 2013

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

1. APPOINTMENT OF CHAIRMAN FOR THE 2013/2014 MUNICIPAL YEAR

RESOLVED that Councillor C. McLaughlin be appointed Chairman of the Committee for the 2013/2014 Municipal Year

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2013/2014 MUNICIPAL YEAR

RESOLVED that Councillor Sorrell be appointed Vice-Chairman of the Committee for the 2013/2014 Municipal Year

3. APOLOGIES

An apology for non-attendance from Councillor Dooley was 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 15th April 2013 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. CONSIDERATION OF A REPORT BY THE CLERK TO THE COUNCIL: COUNCIL WEBSITE

The Clerk submitted a report outlining problems with uploading photographs to the Council's website and advising that the company that had developed the website appeared to have gone out of business, obviously precluding them from assisting with the problem.

RESOLVED that the Clerk approach the web design team at Solihull M.B.C. to seek advice in uploading photographs using the relevant software

9. CONSIDERATION OF DRAFT CRITERIA FOR A RE-INTRODUCED "FORDBRIDGE PRIZE"

The Clerk submitted a report proposing draft criteria for a re-introduction of the "Fordbridge Prize". A lengthy debate took place on possible amendments and additions to the criteria and possible links with the recently agreed policy "Acknowledging Local Achievements"

RESOLVED that the Clerk produce a revised draft of the criteria taking into account the comments made by members

10. CONSIDERATION OF THE STATEMENT OF RECEIPTS AND EXPENSES FOR THE 2013 CHAIRMAN'S CHARITY DANCE

The Clerk submitted a statement of receipts and expenses relating to the 2013 Chairman's Charity Event. He confirmed that the revenue raised by the event amounted to £730.00 and the cost of staging the event was £530.41.

RESOLVED i) that in accordance with Council policy the cost of staging the event be underwritten by the Council.
ii) that in accordance with the provisions of Section 137 of the Local Government Act 1972 a total donation of £2,200.00 be made to the charities chosen by the former Chairman.
iii) that a representative from the nominated charities be invited to attend the garden competition presentation evening to be presented with a cheque.

11. CONSIDERATION OF ARRANGEMENTS FOR A CHAIRMAN'S CHARITY DANCE 2014

Members were asked to consider whether it wished to stage a charity dance in 2014 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 the word "charity" be removed from the title of the event although the purpose of the event will continue to be to raise money for charity
ii) that a Chairman's Dance be held in 2014 and the arrangements for the event as set out in Appendix C be approved.

12. DISTRIBUTION OF NEWSLETTER

Concerns were raised regarding the reliability of the distribution of the newsletter and particularly whether all of the roads in the parish were included in the schedule being used by the distributor. The Clerk advised that he would carry out a detailed sample check and would inform members when the next distribution would commence to hopefully allow them to help where possible. He also assured members that he would check the list of roads being used and ensure that full distribution would take place within a week of commencement.

13. CONSIDERATION OF QUOTATIONS FOR PURCHASING PAYROLL SOFTWARE TO COMPLY WITH PAYE RTI LEGISLATION

The Clerk advised that new legislation required all employers with more than 9 employees to report PAYE information in real time using HMRC approved software. The Council had to comply with the legislation no later than 5th October and submitted details of the cost of acquiring the software which was offered on an annual licence.

RESOLVED that the Council purchase the relevant software at the best available price of £59.90 plus VAT

The meeting closed at 9.15 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	3,039.00	2,066.00	2,361.00
May	<u>2,573.00</u>	<u>2,518.00</u>	<u>1,738.00</u>
	<i>5,612.00</i>	<i>4,584.00</i>	<i>4,099.00</i>
June	1,528.00	1,660.00	
July	2,565.00	2,021.00	
August	1,343.00	1,786.00	
September	1,458.00	2,031.00	
October	1,881.00	2,170.00	
November	1,753.00	2,326.00	
December	1,221.00	1,771.00	
January	2,956.00	1,543.00	
February	2,078.00	1,798.00	
March	<u>2,238.00</u>	<u>2,360.00</u>	
	24,635.00	24,050.00	

APPENDIX B

Monthly Employee Costs

April 2013:

Salaries & Wages	£3,867.62
Employer's NI	£169.89
Employer's Pension Contributions	£478.94

May 2013:

Salaries & Wages	£3,897.58
Employer's NI	£172.20
Employer's Pension Contributions	£479.10

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APPENDIX C

Date 12th April 2014

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

Provide a buffet with a budget of: £350

Hold a raffle, selling tickets at a price of 20 pence per ticket, invite donations from local business and other interested parties.

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

Produce separate "prize draw" tickets (cost of printing to be met from contingency fund)

Provide table decorations with a budget of: £50

Hold a contingency fund (responsibility delegated to the Clerk) 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.