



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

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## **Finance and General Purposes Committee Meeting**

**Approved Minutes of Finance and General Purpose Committee Meeting held on Tuesday 31 October 2017 at 6pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Councillor Will Heard (Chair), Councillor Mark Tattum, Councillor Judy Lea, Councillor Helen Dean (from 6.08) and no members of the Public.

1. **Apologies:** Apologies were accepted from Councillor Christina O'Sullivan. Councillor Helen Dean had indicated her late arrival.
2. **Declaration of Interests:** There were no declarations of interest. Councillor Helen Dean arrived at 6.08 and did not make any declaration of interest.
3. **To approve and sign as a correct record the Minutes of the Finance Committee Meeting held on 19 September 2017 as a true record.**  
Minutes of the Finance and General Purposes Committee Meeting held on 19 September 2017 were approved and signed by the Chairman.
4. **Public Forum**  
There were no members of the public.
5. **Update on resolutions of the previous meeting.**  
(5.1) The appointed internal auditor for 2017/18, MS Audit & Consultancy Services, will be undertaking the audit on either 5 or 6 February 2018.  
(5.2) The Clerk did not accompany the site inspector from RoSPA on annual playground inspections in October as these had already been scheduled.  
(5.2) It was confirmed that a notice of Conclusion of Audit was placed on the Parish Council website as required.

6. To authorise the closure of the Cooperative bank account number 65306244 and to transfer the balance to HSBC account number 32432773.  
**Resolved to agree the closure of the Cooperative bank account number 65306244 and to transfer the balance to HSBC account number 32432773.**  
 The Clerk was delegated to look into accounts with improved interest rates as an alternative to the HSBC savings account.
  
7. To authorise the closure of the Santander bank account number 03894517 and to transfer the balance to the HSBC current account number 32432765.  
**Resolved to authorise the closure of the Santander bank account number 03894517 and to transfer the balance to the HSBC current account number 32432765.**
  
8. To delegate to the Clerk the creation of a Health and Safety policy for the Parish Council and report back to this Committee.  
**Resolved to delegate to the Clerk the creation of a Health and Safety policy for the Parish Council and report back to this Committee.**  
 The Clerk to refer to WALC guidance.
  
9. To agree the process for routine playground inspections for Willow Park, Oakley and Oakley Park play areas.  
 It was agreed to request the Clerk to explore the contracting of a professionally recognised provider to undertake weekly playground inspections.
  
10. **Correspondence**  
 A Freedom of Information request had been received on 2 October 2017 and responded to on 26 October 2017.  
 It was agreed to create a procedure to deal with FOI requests including:
  - notification of the receipt of the request to be referred to Finance & General Purposes Committee
  - notification of the cost or charges made in dealing with the request be referred to Finance & General Purposes Committee.
  
11. **Date and Venue of Next Meeting:**  
 It was agreed to schedule two Budget Working Group meetings with Councillors Heard, Tattum, Dean and Lea in order to be able to present a draft budget at the next meeting of this Committee.

The next meeting of the Finance and General Purposes Committee to be held on Wednesday 6 December 2017, at 6.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

**SIGNED .....** Will Heard (Chair) **DATE .....**