

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 15<sup>th</sup> May 2017 at The Jubilee Room Belbroughton Recreation Centre.**

Present: Councillors: A Mabbett Chairman, S Boss, J Bradley, R Morgan, S Nock, P Margetts, and, C Scurrrell. In attendance, the clerk. 0 members of the public.

**150/17 Election of Chairman and Vice Chairman**

Cllrs. A Mabbett and S Nock were re-elected respectively as Chairman and Vice-Chairman.

**151/17 Apologies** - Apologies had been received and were accepted from Cllrs. A Hood and G Parsons.

**152/17 Declarations of interest:** None.

**153/17 Dispensations.** None requested.

**154/17 Minutes of previous meeting**

The minutes of the meeting of 24<sup>th</sup> April 2017 were approved by the Committee and were signed by the Chairman.

**155/17 Bank reconciliation**

The bank reconciliation for the Council's operational bank account was agreed by Cllr. Margetts, he duly signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Morgan would carry out the next reconciliation procedure at the June Finance Committee.

**156/17 Accounts for Payment**

The clerk circulated the list of items for payment in May totalling £4,277.36 The payments were authorised by the Committee and Cllrs. Bradley and Morgan agreed to sign the cheques.

The Committee requested the clerk source a new monochrome laser printer which it was felt would prove to be a cheaper long term option for Council's printing requirements. A cost allocation of £150 was approved.

The Committee agreed that a future Committee meeting should again consider the option of adopting an electronic banking method of making payments.

**157/17 Annual Accounts**

The Committee noted that the internal audit had been completed by Mrs Diane Malley and that she had advised that the Parish Council's procedures were satisfactory and records well kept. The clerk was thanked for his input and record keeping. The Income and Expenditure figures and balance sheet were noted and the Committee agreed that these would now be displayed on the website.

The Annual Return to external auditors Grant Thornton would be completed at the next full Council on 5<sup>th</sup> June.

The Committee would seek guidance from The National Association of Local councils (N.A.L.C.) on the policy that should be considered for adoption for future valuations of the Parish Council's property assets.

**Belbroughton Parish Council**  
**Profit & Loss**  
 April 2016 through March 2017

	Apr '16 - Mar 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CT Support Grant	1,311.00
Insurance receipts	0.00
Lengthsman Scheme	3,148.00
Meeting Room Rent	1,330.64
Precept (Council Tax)	60,000.00
Uncategorized Income	1.00
VAT refund	0.00
<b>Total Income</b>	65,790.64
<b>Gross Profit</b>	65,790.64
<b>Expense</b>	
<b>Administration</b>	
Audit Fee	500.00
Clerk's Expenses	
Postage	196.71
Storage	360.00
Telephone	1,700.81
Travelling	1,171.40
<b>Total Clerk's Expenses</b>	3,428.92
Computer Supplies	184.86
Council Insurance	1,248.64
Rent	710.00
Stationery	74.94
Training	27.00
<b>Total Administration</b>	6,174.36
<b>Clerk's salary</b>	
Employer's NI	1,359.22
Employer's pension cont	4,400.58
Salary	17,961.51
Clerk's salary - Other	(5,790.00)
<b>Total Clerk's salary</b>	17,931.31
<b>Communication</b>	
CALC	734.02
Newsletters and Annual report	725.80
Parish Magazine	275.00
Website	78.00
<b>Total Communication</b>	1,812.82
<b>Contingency</b>	
Queens Hill Wall	5,000.00
Contingency - Other	2,540.00
<b>Total Contingency</b>	7,540.00
<b>Councillors expenses</b>	
Chairman's allowance	91.00
Councillors travel	36.90
<b>Total Councillors expenses</b>	127.90
<b>Footway Lighting</b>	
Energy & routine maintenance	5,192.30
Village Green Belbroughton	300.84
<b>Total Footway Lighting</b>	5,493.14
<b>Legal and Professional</b>	1,901.00
<b>Maintenance</b>	
Fairfield Rec Insp of playequip	346.60
Maintenance- other	746.97
<b>Total Maintenance</b>	1,093.57

**Belbroughton Parish Council**  
**Profit & Loss**  
 April 2016 through March 2017

	Apr '16 - Mar 17
<b>Maintenance Grants</b>	
Belbroughton Church Hall Manage	730.00
Belbroughton PCC	2,200.00
Belbroughton Recreation Ground	1,155.00
Fairfield Village Hall	730.00
<b>Total Maintenance Grants</b>	<b>4,815.00</b>
<b>Meeting Room</b>	
meeting room electricity	85.02
meeting room garden and hedge	120.00
<b>Total Meeting Room</b>	<b>205.02</b>
<b>Open Spaces &amp; Footpaths</b>	
Belbroughton green spaces	672.60
Emptying Poop-a-scoop & Litter	1,564.66
Fairfield Green Spaces	1,050.95
Footpaths Maintenance	2,400.00
Grass Mowing	4,550.00
Grit for bins	90.00
Lengthsman	3,813.55
Little Bell Hall pool	3,759.07
Tree work	695.00
Wayleaves	7.00
<b>Total Open Spaces &amp; Footpaths</b>	<b>18,602.83</b>
<b>Section 137 Expense</b>	
Bromsgrove CAB	300.00
<b>Miscellaneous</b>	
<b>Membership Fees &amp; Donations</b>	
CPRE	36.00
Open Spaces Soc	45.00
Royal British Legion (Wreaths)	100.00
SLCC Membership	167.00
Woodland Trust	33.00
Membership Fees & Donations - ...	192.00
<b>Total Membership Fees &amp; Donations</b>	<b>573.00</b>
<b>Total Miscellaneous</b>	<b>573.00</b>
<b>Section 137 Expense - Other</b>	<b>350.00</b>
<b>Total Section 137 Expense</b>	<b>1,223.00</b>
<b>Total Expense</b>	<b>66,919.95</b>
<b>Net Ordinary Income</b>	<b>(1,129.31)</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Agriculture Holdings FBT Rents	7,294.76
F'field Villa F C Rent	2,553.72
Investment Income	3,765.85
<b>Other Income</b>	
Parish Meeting Room Rent	1,187.52
<b>Total Other Income</b>	<b>1,187.52</b>
<b>Ward Members Funds</b>	<b>0.00</b>
<b>Wayleaves</b>	<b>514.34</b>
<b>Total Other Income</b>	<b>15,316.19</b>
<b>Other Expense</b>	
<b>Clerk 25% allocation</b>	
Clerk Sal costs (25%)	5,790.00
Clerk 25% allocation - Other	0.00
<b>Total Clerk 25% allocation</b>	<b>5,790.00</b>
<b>Grants to Parish Bodies</b>	<b>4,598.00</b>

**Belbroughton Parish Council**  
**Profit & Loss**  
April 2016 through March 2017

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	<u>Apr '16 - Mar 17</u>
Minor Grants	1,100.00
Parish Project Expenditure	<u>863.55</u>
Total Other Expense	<u>12,351.55</u>
Net Other Income	<u>2,964.64</u>
Profit for the Year	<u><u>1,835.33</u></u>

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**Belbroughton Parish Council**  
**UK Balance Sheet - Standard**  
As of 31 March 2017

	31 Mar 17
<b>ASSETS</b>	
Fixed Assets	
Agricultural land	129,429.00
Belbroughton Village Green	1.00
Church Green, Belbroughton	1.00
Fairfield Recreation Ground	6,000.00
Land at Dark Lane, Belbroughton	1.00
Little Bell Hall Pool	1.00
Office Equipment	
Accum. Depreciation	(1,417.00)
Office Equipment - Other	1,417.00
Total Office Equipment	0.00
Parish Council Meeting Room	30,000.00
Sylvester's Corner, Belbroughto	1.00
Total Fixed Assets	165,434.00
Other Assets	
Bank of Cyprus	70,000.00
Cambridge and Counties Bank	72,036.69
Hampshire Trust Bank	75,000.00
Scottish Widows	5,532.95
Secure Trust Bank	20,000.00
Shawbrook Bank	65,000.00
Total Other Assets	307,569.64
Current Assets	
Other Current Assets	
Queens Hill Wall Maint fund	(25,000.00)
Total Other Current Assets	(25,000.00)
Accounts Receivable	
Accounts Receivable (Debtors)	2,988.43
Total Accounts Receivable	2,988.43
Cash at bank and in hand	
General Account	6,782.30
Rent Deposit Meeting Rm Bel.	1,000.15
Total Cash at bank and in hand	7,782.45
Total Current Assets	(14,229.12)
Current Liabilities	
Accounts Payable	
Accounts Payable (Creditors)	10,271.93
Total Accounts Payable	10,271.93
Other Current Liabilities	
Accruals (Receipts in advance)	2,850.00
Meeting room deposit repayable	1,000.14
Provisions	
Bills from Previous Years	228.28
Total Provisions	228.28
VAT Control	(719.64)
Total Other Current Liabilities	3,358.78
Total Current Liabilities	13,630.71
NET CURRENT ASSETS	(27,859.83)
TOTAL ASSETS LESS CURRENT LIABILITIES	445,143.81
NET ASSETS	445,143.81

	<u>31 Mar 17</u>
<b>Capital and Reserves</b>	
<b>Fixed Asset Account</b>	165,434.00
<b>Retained Earnings (Balance B/F)</b>	277,874.48
<b>Profit for the Year</b>	1,835.33
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<b>Shareholder funds</b>	<b>445,143.81</b>
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#### **158/17 District Council – New Homes Bonus Funds**

The Committee noted the short timeline available to apply for funds under the District Council scheme. It agreed that an application should be submitted for support of up to £20,000 for the car park extension at Fairfield Recreation Ground while acknowledging that the outcome of the planning application would not have been decided until after the N.H.B. application deadline had passed.

#### **159/17 Maintenance Work.**

Cllrs. Bradley and Margetts advised that the diseased lime tree in Ram Ally was to be felled.

Cllr. Margetts confirmed that the Cound family, who had a memorial at the site, were aware of this and were happy to leave the choice of a replacement tree to the Parish Council. This would be considered prior to the anticipated planting in the Autumn. The memorial bench would be returned to the site when the tree had been felled and stump ground out.

Cllr. Margetts advised that the recent grass cutting at Dark Lane was unsatisfactory and the clerk was asked to inform the contractor.

Cllr. Margetts advised that the streetlight at the junction of Yew Tree Avenue and Holy Cross Lane Belbroughton was dim and the W.C.C. Hub should be requested to attend.

Cllr. Mabbett advised that various issues with the County Council covering provision of dropped kerbs / tactile pavements and traffic calming including release of traffic survey data were in progress with the Highways Department.

Cllr. Mabbett advised that a Brook Rd road sign had gone missing, the District Council would be asked to replace it.

Cllr. Mabbett advised that the bus shelter on Stourbridge Rd adjacent to the church had a leaking roof. The Committee agreed that the roof should be repaired.

**The Meeting closed at 9.00 p.m.**

Signed.....Chairman