Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 15th 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 Scurrell. In attendance, the clerk. O 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 24th 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 $\pounds 4,277.36$ 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 5th 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
Ordinary Income/Expense	
Income CT Support Grant Insurance receipts Lengthsman Scheme Meeting Room Rent Precept (Council Tax)	1,311.00 0.00 3,148.00 1,330.64 60,000.00
Uncategorized Income	1.00
VAT refund	0.00
Total Income	65,790.64
Gross Profit	65,790.64
Expense Administration Audit Fee Clerk's Expenses Postage Storage Telephone Travelling	500.00 196.71 360.00 1,700.81 1,171.40
Total Clerk's Expenses	3,428.92
Computer Supplies Council Insurance Rent Stationery Training	184.86 1,248.64 710.00 74.94 27.00
Total Administration	6,174.36
Clerk's salary Employer's NI Employer's pension cont Salary Clerk's salary - Other	1,359.22 4,400.58 17,961.51 (5,790.00)
Total Clerk's salary	17,931.31
Communication CALC Newsletters and Annual report Parish Magazine Website	734.02 725.80 275.00 78.00
Total Communication	1,812.82
Contingency Queens Hill Wall Contingency - Other	5,000.00 2,540.00
Total Contingency	7,540.00
Councillors expenses Chairman's allowance Councillors travel	91.00 36.90
Total Councillors expenses	127.90
Footway Lighting Energy & routine maintenance Village Green Belbroughton	5,192.30 300.84
Total Footway Lighting	5,493.14
Legal and Professional	1,901.00
Maintenance Fairfield Rec Insp of playequip Maintenance- other	346.60 746.97
Total Maintenance	1,093.57

Belbroughton Parish Council Profit & Loss

April 2016 through March 2017

Maintenance Grants 730.00 Belbroughton PCC 2,200.00 Belbroughton PCC 2,200.00 Belbroughton PCC 2,200.00 Belbroughton PCC 4,815.00 Meeting Room 85.02 meeting room electricity 85.02 meeting Room 205.02 Open Spaces & Footpaths 672.60 Belbroughton green spaces 672.60 Emptying Poop-a-scoop & Litter 1,564.66 Fairfield Green Spaces 1,050.90 Footpaths Maintenance 2,400.00 Grass Mowing 4,550.00 Grass Mowing 4,550.00 Lengthsman 3,813.55 Little Bell Hall pool 3,759.07 Tree work 695.00 Wayleaves 7.00 Total Open Spaces & Footpaths 18,602.83 Section 137 Expense 300.00 Membership Fees & Donations 695.00 CPRE 36.00 Open Spaces Soc 45.00 Royal British Legion (Wreaths) 100.00 St.CC Membership <		Apr '16 - Mar 17
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Total Clerk 25% allocation 5,790.00	Clerk Sal costs (25%)	5,790.00
Grants to Parish Bodies 4,598.00	Total Clerk 25% allocation	5,790.00
	Grants to Parish Bodies	4,598.00

Belbroughton Parish Council Profit & Loss April 2016 through March 2017

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



Belbroughton Parish Council UK Balance Sheet - Standard

As of 31 March 2017

	31 Mar 17
ASSETS	
Fixed Assets Agricultural land	129,429.00
Belbroughton Village Green	1.00
Church Green, Belbroughton Fairfield Recreation Ground	1.00 6,000.00
Land at Dark Lane, Belbroughton	1.00
Little Bell Hall Pool Office Equipment	1.00
Accum. Depreciation Office Equipment - Other	(1,417.00) 1,417.00
Total Office Equipment	0.00
Parish Council Meeting Room Sylvester's Corner, Belbroughto	30,000.00 1.00
Total Fixed Assets	165,434.00
Other Assets	
Bank of Cyprus Cambridge and Counties Bank	70,000.00 72,036.69
Hampshire Trust Bank	75,000.00
Scottish Widows Secure Trust Bank	5,532.95 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	0.700.00
General Account Rent Deposit Meeting Rm Bel.	6,782.30 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	10,211.00
Accruals (Receipts in advance)	2,850.00
Meeting room deposit repayable Provisions	1,000.14
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

	31 Mar 17
Capital and Reserves	
Fixed Asset Account	165,434.00
Retained Earnings (Balance B/F)	277,874.48
Profit for the Year	1,835.33
Shareholder funds	445,143.81

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	Chairmar