

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 15th July 2019 at The Fairfield First School

Present: Councillors: A Homer, S Nock and, Dr R Morgan.
In attendance, the clerk. 0 members of the public.

225/19 Apologies. Apologies were received and accepted from Cllrs. A Hood, A Mabbett and, S Pawley. The Committee was joined by Cllr. Morgan. In the absence of Cllr. Mabbett the meeting was chaired by the Committee Vice-Chairman Cllr. Nock.

226/19 Declarations of interest. None. **227/19 Dispensations.** None requested.

228/19 Minutes of previous meeting.

The minutes of the meeting of 17th June 2019 were approved by the Committee and then signed by the Chairman.

229/19 Bank reconciliation.

The Committee noted the monthly reconciliation carried out by Cllr. Nock in the absence of Cllr. Mabbett and he duly signed the bank statements and the 'Quickbooks' reconciliation prints for Council records. The Committee agreed that Cllr. Homer would carry out the next reconciliation procedure at the September Finance Committee.

230/19 Accounts for Payment.

a. The clerk circulated the list of items for payment totalling £10,804.44

The Committee authorised the payments. The Committee authorised Cllrs. Nock and Homer to confirm the transfer between bank accounts and the electronic payments schedule.

b. As there was no Finance Committee meeting in August the Committee approved that the August payments would be prepared by the clerk and these should be approved by the Chairman and another Committee member during the third week of August.

231/19 Scarecrow 2019

a. The Committee agreed to consider this agenda item despite the information requested from the Belbroughton C.I.C. not being received by councillors for assessment until 12th July. Since, it was aware that the event planning was a crucial stage for the organisers the (C.I.C.) and that the Council during the 'Open Surgery session' on 1st July had agreed that the Finance Committee should assess the financial plan if available and consider any Council assistance as agreed in principle at the February 2019 Council.

The Committee duly noted the financial plan from the Belbroughton C.I.C.

The Committee noted that the plan also included an additional request for £5,000 to cover the event's cancellation costs, however it was unable to consider this as it was outside of the February 2019 Council's approval in principle to only consider 'working capital' costs. It recommended deferring this element of the request to the next full Council in August. In the interim it would seek information from the Belbroughton C.I.C. regarding its calculation of the cancellation costs

Action: the clerk to seek clarification of these costs from the Belbroughton C.I.C.

b. The Committee approved a loan of £5,000 to the Belbroughton C.I.C. to assist with the pre event working capital requirements. This loan would be fee and interest free, and repayable in full before 31st October 2019.

Action: the clerk to confirm the Parish Council's facility to be made available to the Belbroughton C.I.C.

232/19 Income and Expenditure

The Committee noted the first quarter's income and expenditure to 30th June 2019.

	Apr '19 - Mar 20	Budget	£ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Lengthsman Scheme	0.00	3,148.00	(3,148.00)	0.0%
Meeting Room Rent	400.00	1,200.00	(800.00)	33.3%
Precept (Council Tax)	32,500.00	65,000.00	(32,500.00)	50.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
VAT refund	0.00	0.00	0.00	0.0%
Total Income	32,900.00	69,348.00	(36,448.00)	47.4%
Gross Profit	32,900.00	69,348.00	(36,448.00)	47.4%
Expense				
Administration				
Audit Fee	276.00	600.00	(324.00)	46.0%
Clerk's Expenses	600.52	2,490.00	(1,889.48)	24.1%
Computer Supplies	73.80	250.00	(176.20)	29.5%
Council Insurance	0.00	1,800.00	(1,800.00)	0.0%
Rent	500.00	1,200.00	(700.00)	41.7%
Stationery	4.99	40.00	(35.01)	12.5%
Training	0.00	200.00	(200.00)	0.0%
Total Administration	1,455.31	6,580.00	(5,124.69)	22.1%
Clerk's salary				
Employer's NI	378.84	1,421.00	(1,042.16)	26.7%
Employer's pension cont	1,357.92	5,227.00	(3,869.08)	26.0%
Salary	4,902.24	18,822.00	(13,919.76)	26.0%
Clerk's salary - Other	(1,800.00)	(6,000.00)	4,200.00	30.0%
Total Clerk's salary	4,839.00	19,470.00	(14,631.00)	24.9%
Communication				
CALC	939.38	900.00	39.38	104.4%
Newsletters and Annual report	0.00	100.00	(100.00)	0.0%
Parish Magazine	0.00	300.00	(300.00)	0.0%
Website	0.00	165.00	(165.00)	0.0%
Total Communication	939.38	1,465.00	(525.62)	64.1%
Contingency	0.00	0.00	0.00	0.0%
Councillors expenses	0.00	600.00	(600.00)	0.0%
Election Costs	0.00	0.00	0.00	0.0%
Footway Lighting	75.27	6,400.00	(6,324.73)	1.2%
Legal and Professional	0.00	35.00	(35.00)	0.0%
Maintenance	4,165.00	4,814.00	(649.00)	86.5%
Maintenance Grants				
Belbroughton Church Hall M...	730.00	730.00	0.00	100.0%
Belbroughton PCC	2,200.00	2,200.00	0.00	100.0%
Belbroughton Recreation Gro...	1,155.00	1,155.00	0.00	100.0%
Fairfield Village Hall	730.00	730.00	0.00	100.0%
Total Maintenance Grants	4,815.00	4,815.00	0.00	100.0%
Meeting Room	0.00	0.00	0.00	0.0%
Open Spaces & Footpaths				
Belbroughton green spaces	1,181.44	4,316.00	(3,134.56)	27.4%
Emptying Poop-a-scoop & Lit...	1,236.66	3,250.00	(2,013.34)	38.1%
Fairfield Green Spaces	283.14	2,384.00	(2,100.86)	11.9%
Footpaths Maintenance	0.00	2,500.00	(2,500.00)	0.0%
Grass Mowing	1,300.00	6,000.00	(4,700.00)	21.7%
Grit for bins	0.00	500.00	(500.00)	0.0%
Lengthsman	706.10	4,750.00	(4,043.90)	14.9%
Little Bell Hall pool	0.00	500.00	(500.00)	0.0%
Maintenance of Badgers Copes	0.00	300.00	(300.00)	0.0%
Tree work	0.00	0.00	0.00	0.0%
Total Open Spaces & Footpaths	4,707.34	24,500.00	(19,792.66)	19.2%
Section 137 Expense	195.00	669.00	(474.00)	29.1%
Total Expense	21,191.30	69,348.00	(48,156.70)	30.6%
Net Ordinary Income	11,708.70	0.00	11,708.70	100.0%
Other Income/Expense				
Other Income				
Agriculture Holdings FBT Rents	1,930.97	7,650.00	(5,719.03)	25.2%
F'ield Villa F C Rent	923.56	2,700.00	(1,776.44)	34.2%
Investment Income	2,598.11	4,500.00	(1,901.89)	57.7%
Other Income	1,600.00	4,800.00	(3,200.00)	33.3%

The Green Boundary Agreement	0.00	0.00	0.00	0.0%
Ward Members Funds	0.00	0.00	0.00	0.0%
Wayleaves	38.82	250.00	(211.18)	15.5%
Total Other Income	7,091.46	19,900.00	(12,808.54)	35.6%
Other Expense				
Clerk 25% allocation	1,800.00	6,000.00	(4,200.00)	30.0%
Grants to Parish Bodies	0.00	5,000.00	(5,000.00)	0.0%
Minor Grants	0.00	1,000.00	(1,000.00)	0.0%
Parish Project Expenditure	0.00	7,900.00	(7,900.00)	0.0%
Ward Members Funds Grants	0.00	0.00	0.00	0.0%
Total Other Expense	1,800.00	19,900.00	(18,100.00)	9.0%
Net Other Income	5,291.46	0.00	5,291.46	100.0%
Profit for the Year	17,000.16	0.00	17,000.16	100.0%

233/19 Parish Upkeep

The Committee recommended that where necessary additional outside contractors should be used to carry out urgent tidying of parish areas.

234/19 Maintenance Work

None.

235/19 Other Financial Business

None.

The meeting closed at 8.40 pm.

Signed.....Chairman.