

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 16th January 2017 at The Jubilee Room Belbroughton Recreation Centre

Present: Councillors: A Mabbett Chairman, J Bradley, A Hood, R Morgan, S Nock and, C Scurrrell.
The clerk and Cllr. Ingram were also in attendance. 0 members of the public.

027/17 Apologies - Apologies had been received and were accepted from Cllrs. P Margetts and G Parsons.

028/17 Declarations of interest: None.

029/17 Dispensations. None requested.

030/17 Minutes of previous meeting

The minutes of the meeting of 12th December 2016 were approved by the Committee and were signed by the Chairman.

031/17 Bank reconciliation

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

032/17 Accounts for Payment

The clerk circulated the list of items for payment in January totalling £4,335.05. These included the capital grant of £1000 to Belbroughton First Steps Nursery. The payments were authorised by the Committee and Cllrs. Mabbett and Scurrrell agreed to sign the cheques.

033/17 Income and Expenditure

The Committee noted the position as at 31st December 2016 being nine months of the council's financial year noting details:

- 1.Lengthsman scheme – further claims were to go to the County Council and the budgeted income figure would be achieved by the year end.
2. Administration: close to full year's budget and will likely will breach budget due to higher telephone usage and insurance premium increases. The Clerk salary costs were ahead of budget due to approved overtime.
3. Contingency funds used included the budgeted £5,000 for Queens Road wall recovery fund with the balance from the Christmas lights vandalism repairs bill £540, the emergency survey of Little Bell Hall Pool £750 and the report assessing the Veolia planning application £1,250.
4. Footway lighting - the council awaits the County Council / Prysmian bill of circa £5,000 for the full year.
5. Open Spaces – includes the £3,000 spent on new trash screen for Little Bell Hall Pool.

While noting a £13,000 surplus going into the final quarter there was just £2,000 of income due which means there would probably be a small deficit accruing by 31.3.17 on the Precepted income and expenditure activities.

Belbroughton Parish Council
Profit & Loss Budget vs. Actual
April 2016 through March 2017

	Apr '16 - Mar...	Budget	£ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CT Support Grant	1,311.00	500.00	811.00	262.2%
Insurance receipts	0.00			
Lengthman Scheme	1,211.11	3,150.00	(1,938.89)	38.4%
Meeting Room Rent	249.99	500.00	(250.01)	50.0%
Precept (Council Tax)	60,000.00	60,000.00	0.00	100.0%
Uncategorized Income	1.00	0.00	1.00	100.0%
VAT refund	0.00	0.00	0.00	0.0%
Total Income	62,773.10	64,150.00	(1,376.90)	97.9%
Gross Profit	62,773.10	64,150.00	(1,376.90)	97.9%
Expense				
Administration	5,240.27	5,535.00	(294.73)	94.7%
Clerk's salary	13,351.36	16,400.00	(3,048.64)	81.4%
Communication	1,640.69	2,500.00	(859.31)	65.6%
Contingency	7,540.00	7,750.00	(210.00)	97.3%
Councillors expenses	36.90	700.00	(663.10)	5.3%
Election Costs	0.00	0.00	0.00	0.0%
Footway Lighting	227.81	8,050.00	(7,822.19)	2.8%
Legal and Professional	35.00	500.00	(465.00)	7.0%
Maintenance	410.05	950.00	(539.95)	43.2%
Maintenance Grants	4,815.00	4,815.00	0.00	100.0%
Meeting Room	185.04	180.00	5.04	102.8%
Open Spaces & Footpaths	15,023.00	15,850.00	(827.00)	94.8%
Section 137 Expense	1,073.00	849.00	224.00	126.4%
Total Expense	49,578.12	64,079.00	(14,500.88)	77.4%
Net Ordinary Income	13,194.98	71.00	13,123.98	18,584.5%
Other Income/Expense				
Other Income				
Agriculture Holdings FBT ...	5,471.07	7,294.76	(1,823.69)	75.0%
Field Villa F C Rent	2,124.30	2,500.00	(375.70)	85.0%
Investment Income	1,680.71	2,000.00	(319.29)	84.0%
Other Income	1,187.52	2,375.00	(1,187.48)	50.0%
Ward Members Funds	0.00	0.00	0.00	0.0%
Wayleaves	514.34	450.00	64.34	114.3%
Total Other Income	10,977.94	14,619.76	(3,641.82)	75.1%
Other Expense				
Clerk 25% allocation	4,315.00	5,450.00	(1,135.00)	79.2%
Grants to Parish Bodies	0.00	4,500.00	(4,500.00)	0.0%
Minor Grants	1,100.00	1,000.00	100.00	110.0%
Parish Project Expenditure	863.55	3,500.00	(2,636.45)	24.7%
Ward Members Funds Grants	0.00	0.00	0.00	0.0%
Total Other Expense	6,278.55	14,450.00	(8,171.45)	43.5%
Net Other Income	4,699.39	169.76	4,529.63	2,768.3%
Profit for the Year	17,894.37	240.76	17,653.61	7,432.5%

034/17 Parish Room, Belbroughton

The Committee noted that the new lease and rent deposit deed were ready for signing following the confirmation by the Working Group, the clerk and, the Council's solicitor that the documents met the Council's requirements. The Committee further noted that the 'Change of Use and minor external alterations' planning application by the new tenants had been approved by the District Council. It was therefore anticipated that the tenants should be able to complete and take up occupancy by the end of the month.

The Committee confirmed that the Parish Council Chairman and Finance Committee Chairman would sign the documents on behalf of the Parish Council.

The Committee recommended that members of the Working Group met with the tenant shortly after completion to discuss the proposed minor external changes to the property and to deal with any issues with the fabric of the building. Council noted that previously £300 had been approved to cover the costs of fresh pointing on the brickwork.

Action: the clerk to co-ordinate the meeting.

035/17 Dog Waste bins

The Committee noted that the District Council had proposed a charging structure for commencing emptying the Parish Council's dog waste bins following the retirement of the parish council's current private contractor due on 31st March. The figure quoted represented a 500% increase on the present annual cost of £1500 and the Committee felt this was not acceptable.

The committee would seek information from adjacent parish councils on their service providers and possible alternative contractors. It also felt that an offer of the current costs, which had not changed for more than 5 years, plus 50% (thus £2,250) could be offered to the District Council. The Committee was also mindful that non-parished areas in the Bromsgrove area would probably have both dog waste and general litter bins emptied as part of the residents' council tax and was concerned at dual taxation implications for this parish.

Action: the clerk was asked to make enquiries of adjacent parish councils and enter into further discussions with the District Council and report back to the Committee. He was also requested to seek the views and assistance of the District councillors.

036/17 Internal Audit

The Committee agreed to re-appoint Mrs Diane Malley as internal auditor provided her fee for the service was similar to the previous year. **Action:** Clerk to contact auditor.

037/17 Newsletter

The Committee recommended that the Newsletter should include notes on the precept for 2017/18, the new tenancy on the Belbroughton Parish Room and the position on the emptying of dog waste bins.

038/17 Maintenance Work

Cllr. Ingram advised that the damaged fence repair at Fairfield Recreation Ground would not be undertaken by the adjacent farmer. Approval had already been given for the Lengthsman to carry out this work and he would be asked to liaise with the cllr. to conduct the repairs. The Committee confirmed that work on other damaged posts could also be carried out.

Cllr. Hood confirmed that the following the lorry reversing into it the Lengthsman had visited the damaged fence at Madeley Lane, Stoneybridge and would be able to repair the couple of posts and panels. Prior to instructing, the council would speak to the farm tenant to ensure that he was happy with the works proposed which were approved from the Maintenance budget.

039/17 Other Finance Business

Cllr. Hood advised that the contractor supplying the glass for the replacement notice board in Bell Heath had now manufactured the unit. The Committee agreed the payment due of £300.

Cllr. Bradley proposed that honoraria be issued to Mr Ian Dalziel and Karen Cole both of whom had been assisting the council by displaying notices. The Committee agreed voucher purchases of £25 each.
Action: clerk to arrange vouchers delivery.

The clerk advised that the required three quotations for the remedial tree works as detailed in the tree condition survey had now been received. The Committee noted the quotes and agreed to appoint Westside Forestry Ltd for the contract. The clerk advised that works in the Belbroughton Conservation area would require the District Council's Tree Officer's agreement and that a formal application to the District Council would be required.

Action: clerk to request BDC permission and instruct contractor accordingly.

The Meeting closed at 9.05 p.m.

Signed.....Chairman