

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on Monday 26th April 2021 by video conference facility.

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

114/21 Apologies. An apology was received from Cllr. Ingram which the Committee accepted. Cllr Nock advised he would have to leave the meeting at 8.00pm.

115/21 Declarations of interest. None. **116/21 Dispensations.** None requested.

117/21 Minutes of previous meeting.

The minutes of the meeting of 15th March 2021 were approved by the Committee.

118/21 Bank reconciliation.

The Committee noted that the monthly operational bank account and 'Quick books' reconciliation had been carried out by Cllr. Nock, which he had confirmed by an e mail to the clerk for Council records. Cllr. Mabbett would carry out the reconciliation procedures for the month ending 30th April 2021.

119/21 Accounts for Payment.

The clerk had previously circulated the list of items for payment in April totalling £27,524. The Committee noted and authorised the payments instructing the clerk to make the electronic payments. Cllrs. Mabbett and Nock would sign the cheques. The Committee noted the final payment of £16,750 being made to the Belbroughton Recreation Ground towards the playground improvements project. The clerk confirmed that Cllr. Patchell was the nominated point of contact for maintenance contractor Greenways.

120/21 Belne Stream, Drayton Road – dam repairs

Cllr. Hood informed the Committee of the report and recent inspection by Treble R Ltd the contractors who had been invited to quote for repair works to the chamber under the dam. Their report including photographs had been circulated previously. The report followed on from the professional Health and Safety survey undertaken in March 2020. The Committee noted that the damage was greater than envisaged and required repairs quickly to ensure that any further brick work collapse was halted. The Committee recommended accepting the quote of £2,980 for the repair works. It approved accepting the quote without further tenders (under the Parish Council Financial Regulations) since it had been seeking such tenders for over 12 months and specifically both the Canals and Rivers Trust and Kier Construction Ltd were not interested in dealing with the specialist aged structure involved.

Cllr. Nock left the meeting.

121/21 Financial Position

The Committee noted the draft income and expenditure position for the year ending 31st March 2021. A provision of £9,000 was created at the yearend towards the known liability due during late 2021 for lighting column replacements where the County Council's contractors had now been instructed. Rental income was reduced due to rent freezes being granted to council tenants during the health crisis. The Committee noted that the internal audit by Mr John Benner was underway.

	Apr '20 - Mar 21	Budget	£ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Lengthsman Scheme	2,832.95	3,148.00	(315.05)	89.99%
Meeting Room Rent	900.00	1,200.00	(300.00)	75.0%
Precept (Council Tax)	65,000.00	65,000.00	0.00	100.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
VAT refund	0.00	0.00	0.00	0.0%
Total Income	68,732.95	69,348.00	(615.05)	99.11%
Gross Profit	68,732.95	69,348.00	(615.05)	99.11%
Expense				
Administration	5,204.38	6,675.00	(1,470.62)	77.97%
Clerk's salary	20,151.17	19,985.00	166.17	100.83%
Communication	1,238.19	1,422.00	(183.81)	87.07%
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	14,247.31	6,400.00	7,847.31	222.61%
Legal and Professional	35.00	35.00	0.00	100.0%
Maintenance	1,416.68	4,650.00	(3,233.32)	30.47%
Maintenance Grants	5,000.00	5,000.00	0.00	100.0%
Open Spaces & Footpaths				
Belbroughton green spaces	2,395.23	4,316.00	(1,920.77)	55.5%
Emptying Poop-a-scoop & Litter	3,949.46	4,250.00	(300.54)	92.93%
Fairfield Green Spaces	828.95	2,384.00	(1,555.05)	34.77%
Footpaths Maintenance	0.00	2,500.00	(2,500.00)	0.0%
Grass Mowing	4,885.00	6,000.00	(1,115.00)	81.42%
Grit for bins	270.00	250.00	20.00	108.0%
Lengthsman	3,995.70	3,367.00	628.70	118.67%
Little Bell Hall pool	200.00	500.00	(300.00)	40.0%
Maintenace of Badgers Copse	0.00	300.00	(300.00)	0.0%
Tree work	0.00	0.00	0.00	0.0%
Total Open Spaces & Footpaths	16,524.34	23,867.00	(7,342.66)	69.24%
Section 137 Expense	561.00	714.00	(153.00)	78.57%
Total Expense	64,378.07	69,348.00	(4,969.93)	92.83%
Net Ordinary Income	4,354.88	0.00	4,354.88	100.0%
Other Income/Expense				
Other Income				
Agriculture Holdings FBT Rents	7,723.88	7,650.00	73.88	100.97%
F'field Villa F C Rent	1,190.40	2,875.00	(1,684.60)	41.41%
Investment Income	5,075.69	4,500.00	575.69	112.79%
Other Income	3,600.00	4,800.00	(1,200.00)	75.0%
The Green Boundary Agreement	0.00	0.00	0.00	0.0%
Ward Members Funds	3,000.00	0.00	3,000.00	100.0%
Wayleaves	449.00	375.00	74.00	119.73%
Total Other Income	21,038.97	20,200.00	838.97	104.15%
Other Expense				
Clerk 25% allocation	6,716.00	6,000.00	716.00	111.93%
Grants to Parish Bodies	1,914.00	5,000.00	(3,086.00)	38.28%

Minor Grants	0.00	1,000.00	(1,000.00)	0.0%
Parish Project Expenditure	15,366.67	8,200.00	7,166.67	187.4%
Ward Members Funds Grants	<u>1,416.00</u>	<u>0.00</u>	<u>1,416.00</u>	<u>100.0%</u>
Total Other Expense	<u>25,412.67</u>	<u>20,200.00</u>	<u>5,212.67</u>	<u>125.81%</u>
Net Other Income	<u>(4,373.70)</u>	<u>0.00</u>	<u>(4,373.70)</u>	<u>100.0%</u>
Profit for the Year	<u>(18.82)</u>	<u>0.00</u>	<u>(18.82)</u>	<u>100.0%</u>

122/21 Maintenance Work.

Cllr. Hood advised of a tree branch situated opposite the dam on the left-hand side of Drayton Rd. Belbroughton which was impeding traffic.

Action: The clerk would request its removal via reporting to the W.C.C. Hub.

123/21 Other Finance Business.

Cllr. Mabbett reminded the Committee that the next full council would consider implementing the drainage improvement works at Fairfield Recreation Ground.

Cllr. Morgan advised that during the change of clerk there should be a hand over period and the committee agreed in principle that the costs of employing two individuals temporarily would be covered.

The Committee noted that there was uncertainty as to when the next Committee meeting would be held due to the legal requirement to hold meetings in public from 7th May. Such face to face meetings members currently would be unwilling to attend, feeling that there remained a health risk. There was also a question over local venue availability.

Should the May Committee be cancelled then delegation arrangements were in hand to ensure Council business was maintained.

The meeting ended at 8.20pm

To be agreed as a true record by a future Committee Meeting minute.