

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on Monday 20th September 2021 by video conference facility.

Present: Parish Council

Councillors:

A Mabbett;

A Hood;

Dr R Morgan;

S Nock.

Public

There were 0 members of public in attendance

Clerk: Cheryl Powell

176/21 Apologies.

There were no apologies received.

177/21 Declarations of interest.

There were no declarations of interest.

178/21 Dispensations Requested.

There were no dispensations requested,

179/21 Minutes of previous meeting.

The minutes of the previous meeting held on Monday 21st June 2021 were approved by the Committee as a correct record. The meeting of the 19th July was not quorate and did not go ahead and there was no meeting scheduled during August.

180/21 Bank reconciliations:

The Committee noted that the monthly operational bank account reconciliation had been carried out by Cllr. Mabbett, which he had confirmed by an e mail to the clerk for Council records.

ACTION: Cllr. Morgan to carry out the reconciliation procedures for the month ending 30th September 2021.

181/21 Accounts for Payment

The clerk had previously circulated the list of items for payment. The Committee noted and authorised the payments instructing the clerk to make the electronic payments.

182/21 Insurances

The Parish Council discussed the annual renewal of the Council's Commercial Combined Policy. It was noted that this would need to be renewed before the 1st October 2021. The Insurance

Companies have been informed of the change of Clerk's address details which will be reflected on revised policy documentation.

ACTION: For the Clerk to issue the renewal payment to ensure the cover for this policy continues and to email the policy documents to Councillors for review.

183/21 Parish Council Budget 2022/23

Councillor Mabbett outlined the budget process used in previous years and the expected timeline for preparation.

Action: For the Clerk to prepare a draft balanced budget for consideration at the meeting scheduled for the 18th October.

184/21 Purchasing of land for the extension of Pepperwood.

The Committee were asked to consider if there was any financial support for the money that was being raised for this new woodland. Councillor Mabbett noted that as the grant application budget has not been used fully, there may be an option to provide a contribution from this budget. It was recommended that if there were any specific items that requires purchasing the Parish Council would support its purchase.

Recommendation: With the agreement of Full Council the Finance Committee will provide financial support for specific items once the sale has been completed.

Action: The Clerk to discuss the implications and origins of the proposed contribution with Councillor Patchell.

185/21 Grant Applications

The Committee discussed the application based on the information provided by the Belbroughton Toddlers Group. It was noted that a balance sheet was requested but not provided as such Councillors felt it would be difficult to award the full amount of £500.00. Councillor Nock proposed the Finance Committee award £250.00 to the Belbroughton Toddlers Group.

186/21 Purchase of the Clerk's phone

The Committee considered the options paper circulated earlier in the year regarding the purchase of a mobile phone to aid the work of the Clerk. It was noted a virtual local number could be purchased with a Belbroughton dialling code.

Action: For the current BT contract to be terminated and the Samsung Galaxy A12 for Business is purchased.

187/21 Maintenance Work

The Committee discussed and noted:-

- i. An onsite meeting has been arranged with Wicksteed to assess the work required to repair the affected areas in the Playground.

- ii. The Lengthsman has cleared away the excess grass on the pathway, in doing so he has noticed a number of uneven block paving stones. It was discussed that they may cause a trip hazard and may require remedial work to even out the pathway.
- iii. To mitigate any further flooding in the area, a larger pipe will need to be fitted.
- iv. The paths leading to Bradford Lane from Bradford House will require general clearance.
- v. The planters in Fairfield have not been tended to by Greenways, the contract will need to be reviewed to understand what work has been outlined in the contract.

188/21 Any other Finance Business

Councillor Mabbet requested a table of outstanding activities is attached to the end of the minutes to show items outstanding, items waiting for information and items that have been concluded.

Action: The clerk to draft a table to assist the Committee with its work.

The Meeting closed at 21:10

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

Signed: **Date:**

Belbroughton and Fairfield Parish Council – Finance Committee’s outstanding issues

Minute Ref.	Agenda Item	Action Required	Correspondence Sent	Deadline	Status
181/21	Accounts for payment	Circulation of September payments for approval	N/A	N/A	Complete
182/21	Insurances	Annual Renewal of current policies to be made by electronic payment.	Email sent requesting acknowledgement of payment made on the 28.09.21	01.10.21	In Flight
183/21	Parish Council Budget 2022/23	For the Clerk to prepare a draft balanced budget for consideration at the meeting scheduled for the 18 th October	N/A	18.10.21	In Flight
184/21	Purchasing of land for the extension of Pepperwood	The Clerk to discuss the implications and origins of the proposed contribution with Councillor Patchell.	Email sent to Cllr Patchell requesting clarification	18.10.21	In Flight
186/21	Purchase of the Clerk’s phone	For the current BT contract to be terminated and the Samsung Galaxy A12 for Business is purchased.	Email sent to previous Clerk with last quarterly bill attached for action Samsung Galaxy A12 for Business to be purchased	18.10.21	In Flight
187/21	Maintenance Work	<ul style="list-style-type: none"> Playground repairs 	An onsite meeting took place on 21.09.21 with Wicksted to assess the work required to repair the affected areas in the Playground. Email sent to Councillors outlining the timescales required to carry out repairs	18.10.21	In Flight

		<ul style="list-style-type: none"> The paths leading to Bradford Lane from Bradford House require general clearance 	Text message sent to Lenghtsman requesting attendance and to carry out work required.	18.10.21	In Flight
		<ul style="list-style-type: none"> Planters in Fairfield 	Clerk to review the contract to understand what work has been outlined in the contract.	18.10.21	In Flight