

**BELBROUGHTON AND FAIRFIELD PARISH COUNCIL  
(BROMSGROVE DISTRICT)**

Ruth Mullett  
Acting Clerk  
[belbroughtonpc@live.co.uk](mailto:belbroughtonpc@live.co.uk)  
07967 501943

167 Bromsgrove Road  
Hunnington  
B62 0JU

**To Members of Belbroughton Parish Council**

Notice is hereby given that the next meeting of the Finance Committee will be held on Tuesday 25<sup>th</sup> January 2022, 7.30pm by Zoom. Please see the joining details below.

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/87680566698?pwd=SEFKTEcwTFN0SEphS28yS3pVZTZlZz09>

**Meeting ID: 876 8056 6698**

**Passcode: 999776**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please see our policy on Recording at Meetings available on our website for further details.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

**BUSINESS OF THE AGENDA**

**The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

**1. APOLOGIES**

Council to receive apologies and to approve the reason for absence

**2. DECLARATIONS OF INTEREST**

To declare any Disclosable Pecuniary Interests (DPI) in items on the agenda and their nature (a DPI relates to anything on the member’s entry in the Member’s Register of Interests).

To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.

Councillors who have declared a DPI or ODI must leave the room for the relevant item unless granted a dispensation on specific grounds to stay/speak; the request for a dispensation must be put in writing to the Clerk in advance of the meeting.

**3. DISPENSATIONS**

To consider any request for dispensation from a member who may have a DPI or ODI to allow them to stay/speak/vote in the meeting during consideration of the item.

**4. MINUTES OF THE PREVIOUS MEETING**

To agree the minutes of the meeting held on 20<sup>th</sup> September 2021, 18<sup>th</sup> October 2021, 15<sup>th</sup> November 2021, and 13<sup>th</sup> December 2021 (**Attached**)

**5. UPDATE ON OUTSTANDING ITEMS**

To receive an update on outstanding items noted in the minutes of 13<sup>th</sup> December 2021

**6. BANK RECONCILIATIONS**

To note the Bank Reconciliation, Balance Sheet and Profit and Loss to December 2021 for the council’s operational account and to appoint a councillor to conduct the next month’s reconciliations (**Attached**)

**7. VAT**

To confirm VAT Return has been completed to 31<sup>st</sup> December 2021 totalling £4,979.57.

**8. ACCOUNTS FOR PAYMENT**

- To consider payments due in the current month (**Attached**)
- Norton security – to agree renewal and provide credit card details

**9. OUTTURN FIGURES**

To review the current state of the precept account

**10. FAIRFIELD VILLA LEASE NEGOTIATIONS**

To review and agree Community Survey produced by the Working Party (**Attached**)

**11. PARISH CONTRACTORS**

To note the ‘Parish Upkeep’ schedules and agree renewal processes for parish contractors

**12. MAINTENANCE WORK**

To consider any urgent maintenance work required not covered by existing referral processes: -

- To discuss/agree quotation from IDG Garden Services for renovating the Millennium Garden at Fairfield (**Attached**)

Signed .....

Ruth Mullett, Acting Clerk to the Council