

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 19th February 2018 at The Jubilee Room Belbroughton Recreation Centre

Present: Councillors: A Mabbett, J Bradley, A Hood, P Margetts, Dr R Morgan and, C Scurrrell.
In attendance, the clerk - 0 members of the public.

057/18 Apologies. None. **058/18 Declarations of interest.** None.

059/18 Dispensations. None requested.

060/18 Minutes of previous meeting.

The minutes of the meeting of 15th January 2018 were approved by the Committee and were signed by the Chairman.

061/18 Bank reconciliation.

Cllr. Scurrrell undertook the bank reconciliation for the Council's operational bank account, he duly signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Hood would carry out the next reconciliation procedure for the March Finance Committee.

062/18 Accounts for Payment.

The clerk circulated the list of items for payment totalling £4,380. The Committee authorised the payments and Cllrs. Scurrrell and Morgan agreed to sign the cheques.

063/18 Internal audit

The Committee noted that Mr John Benner had advised the clerk that due to other work commitments he would be unable to undertake the internal audit. The Committee agreed to invite Mrs Diane Malley to act for the Council.

Action: The clerk to contact Mrs Malley and set up the necessary agreement and timescales for the internal audit.

064/18 Investments

The Committee agreed to re-invest the maturing 1 year bond of £50,000 held with Hampshire Trust Bank at 1.3% fixed for a one year term from 26th March 2018.

The Committee agreed to review its investments on a quarterly basis commencing at the March 2018 Committee meeting.

065/18 Grass Cutting contract 2018-20

The clerk advised of eight approaches made for quotes for the contract. Three of these had replied and the Committee agreed to appoint Greenaways.

Action: the clerk to confirm the terms and conditions to Greenaways

066/18 Traffic Calming

Cllr Mabbett detailed the current position on the provision of dropped kerbs in Fairfield. The committee agreed to funding the costs of £576.88 for the re-location of a 'B.T. box' situated on Stourbridge Road Fairfield which as advised by C.Cllr. Shirley Webb would enable the County Council to install dropped kerbs close to the mini roundabout.

Action: the clerk to confirm to C.Cllr. Webb who is to organise the works with W.C.C. Highways Dept.

067/18 Electronic Banking

The Committee agreed to the setting up of a separate bank account with HSBC which would be used solely for electronic payments each month which would be specifically authorised by the Committee which would also authorise the transfer of required funds from the main account for such payments.

Action: the clerk to source the required documentation from HSBC for completion by Committee members.

068/18 Grants

The clerk confirmed that Council had an agreed budget of £5000 and £600 for Capital and Minor Grants categories respectively for 2018. The Committee agreed the renewal of the 2017 terms and conditions plus the processes for the application and assessment of Capital and Minor Grants for 2018, with the inclusion of a request for the inclusion of contact e mail addresses on the application forms.

The Committee set up a 'Working Group' of Cllrs. Hood, Mabbett, Margetts and, Scurrrell to assess applications. The group would meet during early June aiming to present recommendations to the June Finance Committee.

Action: the clerk to advertise the grants' availability through the usual media.

069/18 Maintenance Works

Cllr. Hood requested that W.C.C. are contacted to replace a direction sign at the Farleys Lane / Quantry Lane junction.

Action: The clerk to contact W.C.C.

Cllr. Hood felt the bus shelter adjacent to the church at Stourbridge Road Fairfield required further attention after the remedial work last year.

Action: the clerk to discuss with the Lengthsman.

Cllr. Mabbett requested that further work was carried out on the corner site at Orchard Villas, Fairfield to clear vegetation back to uncover the kerb.

Action: the Lengthsman to assess and action dependent upon access and passing traffic issues.

Cllr. Mabbett requested and, the committee agreed that the bench at Yew Tree Lane received a fresh coat of varnish.

Action: the clerk to ask James Callaghan to action.

Cllr. Margetts requested that the W.C.C. were chased to repair a dropped drain cover opposite 'The Furlongs' on Holy Cross Lane, Belbroughton. Whilst adjacent work had been carried out as requested previously this issue remained to be completed.

Action: the clerk to contact W.C.C.

070/18 Other Finance Business. None.

The meeting closed at 8.55 pm.

Signed.....Chairman