

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 17<sup>th</sup> July 2017 at The Fairfield First School.**

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

**221/17** In the absence of the Chairman, the Vice Chairman Cllr. S Nock chaired the meeting.

**222/17 Apologies** - Apologies had been received and were accepted from Cllrs. A Mabbett, S Boss and G Parsons.

**223/17 Declarations of interest:** None.      **224/17 Dispensations.** None requested.

**225/17 Minutes of previous meeting**

The minutes of the meeting of 19<sup>th</sup> June 2017 were approved by the Committee and were signed by the Chairman.

**226/17 Bank reconciliation**

Cllr. Hood 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. Margetts would carry out the next reconciliation procedure at the September Finance Committee.

**227/17 Accounts for Payment**

The clerk circulated the list of items for payment in July totalling £4,091.77  
The Committee authorised the payments and Cllrs. Morgan and Scurrall agreed to sign the cheques.  
The Committee noted that the contractor emptying the dog waste bins felt that a further collection was necessary for the next 2 months due to heavy usage. The Committee approved a third monthly collection for July and August and would review the position in September.  
In the absence of a Finance Committee meeting in August the Committee approved that the clerk should prepare the payments due for that month and that two signatories to the bank account would consider these and sign the cheques.

**228/17 Street Furniture**

- a. The Committee approved moving the dog waste bin at the Belbroughton Recreation Centre carpark and siting it at the vacant site on Hartle Lane Belbroughton. This would be positioned subject to WCC Highways agreement close to the junction of Galtons Lane. A larger replacement bin would be installed at the Belbroughton Recreation Centre. The clerk would continue to chase the contractors for compensation who in February removed the Hartle Lane bin during 'Utilities' works on the footway.
- b. The Committee approved purchasing and installing posts to hold the road name sign 'Yew Tree Lane' in Fairfield. This following the District council's failure to supply missing posts.
- c. The Committee approved spending up to £50 on a flower trough and plants to be installed at Bell Heath close to the parish notice board.

**229/17 Grants**

The Committee approved the recommendations of the Working Group, which are recommended to the full Council for approval:

- a. Capital Grant £500 to Fairfield Village Hall for the purchase of an electric projector screen costing £1087.

- b. Minor Grant of £350 to Fairfield Community Association for assisting with:
  - i. Publicity material and room hiring costs for three Community First Aid courses.
  - ii. To fund Village Emergency Telephone system training for volunteers supporting lone users of the defibrillator.
  - iii. Publicity and prizes to host 'Floral Fairfield' initiative.
  - iv. Publicity, mice pies and mulled wine for a Christmas outdoor carol service.

The Committee noted that this leaves £4,500 of Capital Grant funding and £250 of Minor Grant funding not allocated from the budget and recommended that the balances are used for Parish Council initiated parish projects during the current financial year.

### 230/17 Income and Expenditure

The Committee noted the first quarter's figures to 30<sup>th</sup> June 2017:

|                                | Apr - Jun 17     | Budget           |
|--------------------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b> |                  |                  |
| <b>Income</b>                  |                  |                  |
| CT Support Grant               | 1,418.02         | 0.00             |
| Insurance receipts             | 0.00             | 0.00             |
| Lengthsman Scheme              | 0.00             | 780.00           |
| Meeting Room Rent              | 300.00           | 300.00           |
| Precept (Council Tax)          | 32,500.00        | 32,500.00        |
| Uncategorized Income           | 0.00             | 0.00             |
| VAT refund                     | 0.00             | 0.00             |
| <b>Total Income</b>            | <b>34,218.02</b> | <b>33,580.00</b> |
| <b>Gross Profit</b>            | <b>34,218.02</b> | <b>33,580.00</b> |
| <b>Expense</b>                 |                  |                  |
| <b>Administration</b>          |                  |                  |
| Audit Fee                      | 115.00           | 115.00           |
| Clerk's Expenses               | 674.50           | 780.00           |
| Computer Supplies              | 112.99           | 63.00            |
| Council Insurance              | 0.00             | 0.00             |
| Rent                           | 445.00           | 300.00           |
| Stationery                     | 4.90             | 33.00            |
| Training                       | 50.00            | 75.00            |
| <b>Total Administration</b>    | <b>1,402.39</b>  | <b>1,366.00</b>  |
| Clerk's salary                 | 4,725.26         | 4,437.56         |
| <b>Communication</b>           |                  |                  |
| CALC                           | 828.02           | 800.00           |
| Newsletters and Annual rep...  | 205.50           | 0.00             |
| Parish Magazine                | 0.00             | 0.00             |
| Website                        | 0.00             | 0.00             |
| <b>Total Communication</b>     | <b>1,033.52</b>  | <b>800.00</b>    |
| Contingency                    | 47.40            | 1,055.00         |
| Councillors expenses           | 0.00             | 151.00           |
| Footway Lighting               | 81.17            | 100.00           |
| Legal and Professional         | 0.00             | 375.00           |

|  |                  |                  |
|--|------------------|------------------|
| Maintenance                              |                  |                  |
| Fairfield Rec Insp of playeq...          | 125.00           | 125.00           |
| Maintenance- other                       | 495.00           | 150.00           |
| <b>Total Maintenance</b>                 | <b>620.00</b>    | <b>275.00</b>    |
| Maintenance Grants                       | 4,815.00         | 4,815.00         |
| Meeting Room                             | 0.00             | 0.00             |
| Open Spaces & Footpaths                  |                  |                  |
| Belbroughton green spaces                | 323.74           | 422.00           |
| Emptying Poop-a-scoop & ...              | 480.00           | 436.00           |
| Fairfield Green Spaces                   | 455.14           | 252.00           |
| Footpaths Maintenance                    | 0.00             | 0.00             |
| Grass Mowing                             | 1,950.00         | 1,950.00         |
| Grit for bins                            | 0.00             | 0.00             |
| Lengthsman                               | 1,064.10         | 1,620.00         |
| Little Bell Hall pool                    | 795.00           | 200.00           |
| Maintenance of Badgers Cop...            | 0.00             | 0.00             |
| Tree work                                | 2,080.00         | 0.00             |
| Wayleaves                                | 0.00             | 0.00             |
| <b>Total Open Spaces &amp; Footpaths</b> | <b>7,147.98</b>  | <b>4,880.00</b>  |
| Section 137 Expense                      | 507.00           | 175.00           |
| <b>Total Expense</b>                     | <b>20,379.72</b> | <b>18,429.56</b> |
| <b>Net Ordinary Income</b>               | <b>13,838.30</b> | <b>15,150.44</b> |
| Other Income/Expense                     |                  |                  |
| Other Income                             |                  |                  |
| Agriculture Holdings FBT Rents           | 1,823.69         | 1,875.00         |
| Ffield Villa F C Rent                    | 644.13           | 644.13           |
| Investment Income                        | 998.14           | 412.50           |
| Other Income                             | 1,200.00         | 1,200.00         |
| Ward Members Funds                       | 2,350.00         | 0.00             |
| Wayleaves                                | 38.82            | 38.00            |
| <b>Total Other Income</b>                | <b>7,054.78</b>  | <b>4,169.63</b>  |
| Other Expense                            |                  |                  |
| Clerk 25% allocation                     | 1,500.00         | 1,500.00         |
| Grants to Parish Bodies                  | 0.00             | 0.00             |
| Minor Grants                             | 0.00             | 0.00             |
| Parish Project Expenditure               | 0.00             | 1,260.00         |
| Ward Members Funds Grants                | 0.00             | 0.00             |
| <b>Total Other Expense</b>               | <b>1,500.00</b>  | <b>2,760.00</b>  |
| <b>Net Other Income</b>                  | <b>5,554.78</b>  | <b>1,409.63</b>  |
| <b>Profit for the Year</b>               | <b>19,393.08</b> | <b>16,560.07</b> |

### 231/17 Parish Council Annual Financial Planning

The Committee noted that the results of the Parish Opinion Survey should be presented to September Council which would give a degree of direction on the Council's aims for future project expenditures. The Committee agreed to request seeking members nominations for 2018/19 costed future parish projects for consideration at the October full Council to enable the budgeting 'Working Group' to commence its work thereafter. The 'Working Group' should produce its budget to the November Finance Committee for consideration.

### 232/17 Risk Management and Assessment Schedules

The clerk circulated the current 'Risk Management Schedule' and the Committee agreed that this should be reviewed in detail by the clerk and the Chairman of the Finance Committee with any amendments then made, with the reviewed document then being referred to the Chairman of the Council for signing. The Committee noted that the Little Bell Hall Pool 'Working Group' were obtaining fresh guidelines on the risk assessment processes for the site.

**233/17 Maintenance Work**

Cllr. Hood advised that he continued to seek a contractor for improvements to the farm track at Stoneybridge Farm.

Cllr. Margetts sought clarity from Severn Trent on the two leaks that had been reported but not repaired.

**Action:** The clerk would chase Severn Trent plus the contacts at the B’ham Resilience Project.

Cllr. Margetts noted that there were many instances of ragwort in the parish area notably on WCC Highways property and felt that this invasive plant should be removed to stop its spread.

**Action:** The Clerk would contact WCC Highways to ascertain their policy and actions that they would take.

Cllr. Margetts reminded the Committee that the sign at the Parish Room Belbroughton relating to the shrubbery was to be removed as formerly approved by Committee.

**Action:** the clerk to instruct the Lengthsman

Cllr. Margetts advised that there was a large leaf build upon the footway on Bradford Lane from Bradford House to the school.

**Action:** the clerk would ask the District Council to remove.

**234/17 Other Finance Business**

‘Smartwater’ - The Committee noted a resident’s recent request that the Council’s 2016 decision not to finance kits for residents is revisited. It agreed that the Finance Committee would not wish to do so.

**The meeting closed at 9.30pm.**

Signed.....Chairman