

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 18th September 2017 at Jubilee Room Belbroughton Recreation Centre

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

276/17 In the absence of the Chairman, the Vice Chairman Cllr. Nock chaired the meeting.

277/17 Apologies - Apologies had been received and were accepted from Cllrs. A Mabbett and G Parsons.

278/17 Declarations of interest: None. **279/17 Dispensations.** None requested.

280/17 Minutes of previous meeting

The minutes of the meeting of 17th July 2017 were approved by the Committee and were signed by the Chairman.

281/17 Bank reconciliation

Cllr. Margetts 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 at the October Finance Committee.

282/17 Accounts for Payment

The clerk circulated the list of items for payment totalling £4,508.93
The Committee authorised the payments and Cllrs. Bradley and Scurrall agreed to sign the cheques.

283/17 Fairfield Recreation Ground

The Committee agreed to consider this item ahead of its position on the agenda.

- a. Cllr.T Jones advised the Committee of a recent examination of the PlayArea surface which had been installed in 2005. Parts of the surface were worn away and cracked, and despite a number of patching operations over the years a fuller resurfacing was now required. One quotation totalling £5,950 had been received covering 5 specific areas. The Committee approved in principle the repairs but there would require to be two further quotes to conform to the Council's financial regulations. In view of the need to carry out the works in dry and frost free conditions it was felt likely that the repairs would happen in spring 2018.
The Committee would ask the budget 'Working Group' to consider whether a 'sinking fund' should be created to cover future maintenance needs of this area and other parish owned assets. It also noted that the carpark area had a number of pot holes and they would need attention.
- b. The Committee approved a sum of up to £50 to fund the replacement and planting of an apple tree in the W.W.1. Memorial Orchard.

284/17 Insurance

The Committee noted that three quotes had been received from brokers Came & Co for the renewal of the Council's insurance policy. The Committee approved a 12 month policy with Inspire, through Axa Insurance at a cost of £1,436.43. It declined the insurer's offer to elect for a three year tie in for a 5% discount.

285/17 Grants

- The Committee agreed to assess a late application for a 'Minor Grant' since the budget allowed for such grants had not been fully utilised earlier in the year and no prior applications had been declined.
- The Committee approved a 'Minor Grant' of £250 to 'Belbroughton Life Savers' to support to costs of first aid courses. The beneficiary would be reminded that the application date had expired and therefore this was an exceptional approval.

286/17 Income and Expenditure

The clerk circulated the year to date position and report:

	Apr '17 - Mar 18	Budget	£ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CT Support Grant	0.00	0.00	0.00	0.0%
Insurance receipts	0.00	0.00	0.00	0.0%
Lengthsman Scheme	1,881.34	3,148.00	(1,488.66)	52.8%
Meeting Room Rent	800.00	1,200.00	(800.00)	50.0%
Precept (Council Tax)	32,500.00	65,000.00	(32,500.00)	50.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
VAT refund	0.00	0.00	0.00	0.0%
Total Income	34,761.34	69,348.00	(34,586.66)	50.1%
Gross Profit	34,761.34	69,348.00	(34,586.66)	50.1%
Expense				
Administration				
Audit Fee	415.00	700.00	(285.00)	59.3%
Clerk's Expenses				
Postage	105.61	250.00	(144.39)	42.2%
Storage	180.00	360.00	(180.00)	50.0%
Telephone	455.23	1,500.00	(1,044.77)	30.3%
Travelling	423.00	1,000.00	(577.00)	42.3%
Total Clerk's Expenses	1,163.84	3,110.00	(1,946.16)	37.4%
Computer Supplies	120.48	250.00	(129.52)	48.2%
Council Insurance	0.00	1,500.00	(1,500.00)	0.0%
Rent	445.00	1,200.00	(755.00)	37.1%
Stationery	8.40	125.00	(116.60)	6.7%
Training	50.00	300.00	(250.00)	16.7%
Total Administration	2,202.72	7,185.00	(4,982.28)	30.7%
Clerk's salary	9,275.29	17,750.00	(8,474.71)	52.3%
Communication				
CALC	828.02	800.00	28.02	103.5%
Newsletters and Annual rep...	369.85	1,000.00	(630.15)	37.0%
Parish Magazine	0.00	300.00	(300.00)	0.0%
Website	140.86	150.00	(9.14)	93.9%
Total Communication	1,338.73	2,250.00	(911.27)	59.5%

Contingency				
Queens Hill Wall	0.00	0.00	0.00	0.0%
Contingency - Other	542.40	4,250.00	(3,707.60)	12.8%
Total Contingency	542.40	4,250.00	(3,707.60)	12.8%
Councillors expenses	0.00	700.00	(700.00)	0.0%
Footway Lighting	156.68	8,150.00	(7,993.32)	1.9%
Legal and Professional	35.00	1,500.00	(1,465.00)	2.3%
Maintenance				
Fairfield Rec Insp of playeq...	125.00	350.00	(225.00)	35.7%
Maintenance- other	687.39	600.00	87.39	114.6%
Total Maintenance	812.39	950.00	(137.61)	85.5%
Maintenance Grants	4,815.00	4,815.00	0.00	100.0%
Meeting Room	0.00	0.00	0.00	0.0%
Open Spaces & Footpaths				
Belbroughton green spaces	658.87	1,700.00	(1,041.13)	38.8%
Emptying Poop-a-scoop & ...	1,565.73	1,750.00	(184.27)	89.5%
Footpaths Maintenance	0.00	2,500.00	(2,500.00)	0.0%
Grass Mowing	3,925.00	5,500.00	(1,575.00)	71.4%
Grit for bins	0.00	475.00	(475.00)	0.0%
Lengthsman	2,200.69	6,498.00	(4,297.31)	33.9%
Little Bell Hall pool	350.00	200.00	150.00	175.0%
Maintenance of Badgers Cop...	420.00	300.00	120.00	140.0%
Tree work	2,080.00	1,000.00	1,080.00	208.0%
Wayleaves	0.00	0.00	0.00	0.0%
Total Open Spaces & Footpaths	11,200.29	19,923.00	(8,722.71)	56.2%
Section 137 Expense				
Bromsgrove CAB	300.00	300.00	0.00	100.0%
Miscellaneous	352.00	575.00	(223.00)	61.2%
Section 137 Expense - Other	0.00	0.00	0.00	0.0%
Total Section 137 Expense	652.00	875.00	(223.00)	74.5%
Total Expense	31,030.50	68,348.00	(37,317.50)	45.4%
Net Ordinary Income	3,730.84	1,000.00	2,730.84	373.1%
Other Income/Expense				
Other Income				
Agriculture Holdings FBT Rents	1,823.69	7,500.00	(5,676.31)	24.3%
Ffield Villa F C Rent	1,288.26	2,600.00	(1,311.74)	49.5%
Investment Income	3,719.15	1,850.00	2,069.15	225.4%
Other Income	2,400.00	4,800.00	(2,400.00)	50.0%
Ward Members Funds	2,350.00	0.00	2,350.00	100.0%
Wayleaves	38.82	450.00	(411.18)	8.6%
Total Other Income	11,619.92	17,000.00	(5,380.08)	68.4%
Other Expense				
Clerk 25% allocation	3,000.00	6,000.00	(3,000.00)	50.0%
Grants to Parish Bodies	0.00	5,000.00	(5,000.00)	0.0%
Minor Grants	350.00	600.00	(250.00)	58.3%
Parish Project Expenditure	1,740.00	5,400.00	(3,660.00)	32.2%
Ward Members Funds Grants	0.00	0.00	0.00	0.0%
Total Other Expense	5,090.00	17,000.00	(11,910.00)	29.9%
Net Other Income	6,529.92	0.00	6,529.92	100.0%
Profit for the Year	10,260.76	1,000.00	9,260.76	1,026.1%

1. No further payments are due this month so the figures are effectively for the first 6 months of the year. The second quarter's Farm Business Tenancy rents are invoiced on 30/9 which will add £1,930 to the 'Other Income' line.
2. Ord. Income:

On track – second part of Precept comes in first week of Oct. from the District Council who collect this on our behalf. We allocate £100 per month of the parish room Belbroughton rent of (£500) to cover hire of rooms for PC meetings.

3. Ord. Expenses:
 - a. Audit fees: no further payments are due.
 - b. Telephone – better tariff used so should be well within budget.
 - c. Insurance – due early Oct.
 - d. Rent – Belbroughton Recreation Centre are behind on invoicing.
 - e. Clerk’s salary – agreed overtime cause of excess.
 - f. Newsletters – more fund sare available NHP work? – as no further paper copies being printed.
 - g. Parish Magazine payment due out in November.
 - h. Website – no further payments out this year.
 - i. Lighting - £5k in December with £3k available to replace one light column.
 - j. Legals – no obvious need currently.
 - k. Maintenance – Fairfield Recreation playarea small repairs and bus shelter.
 - l. Belbroughton green spaces – significant availability with gardeners only budgeted for further £126 this financial year.
 - m. Dog bins – new contractor – expect this to be £3.300 for full year.
 - n. Footpaths – no claims yet.
 - o. Grass mowing on target as 2 months only remain for payment.
 - p. Lengthsman – the County Council will cover £3,148 – balance is available for PC to direct on additional jobs.
 - q. Tree work – as expected due to works delayed from March (2016/17 fin yr.) until Autumn – we expect further £1k to go out.

(The print out had left out the “Fairfield ‘Green Spaces’ line where the actual spend was £436 – (budget £1,000). Therefore the first half of the year produced a Surplus of £3,294.

4. Other Income:
 - a. Agric income is invoiced end of each quarter – new rent of £90/acre effective 30/9/17.
 - b. F.V.F.C. – rent will rise from Oct. once we have the R.P.I. figures for August.
 - c. Investment income well ahead due to Bank of Cyprus 18 month bond maturing.
 - d. Other income is the Parish Room Belbroughton let to ‘The Deli’
 - e. Ward member funds – Cllr. S.Blagg £1k towards Fairfield Notice board recently installed*, and Cllr. R Jenkins £1,350 towards Belbroughton footpath diversion.
 - f. Wayleaves - bulk comes in December.
5. Other Expenses:
 - a. Grants £500 of £5,000 approved this year, yet to be claimed. Thus £4,500 unallocated.
 - b. Minor grants £350 approved which has been paid out. Thus £250 unallocated.
 - c. Parish Projects – F. Notice board*. Net cost £740. Thus £4,660 unallocated.

Surplus £6,530 – But £500 committed on Grants and circa net £2k for P.Projects –(footpath diversion).

The Committee thanked the clerk for the detailed report and analysis.

287/17 Budget 2018/19

- a. The Committee agreed that Cllrs. Mabbett, Morgan, Nock and Scurrrell would form the budget ‘Working Group’. Cllr. Mabbett would be asked to lead the Group. It would report back its recommendations to the November Committee.
 - b. The Committee noted that members should inform the ‘Working Group’ of desired projects for consideration in the 2018/19 budget.
- Action:** Cllr. Morgan would also canvass members for items for inclusion.

288/17 Villages tidy up.

- a. The Committee felt that a more focused approach was required and agreed that a schedule of works for the Autumn should be drawn up and referred to both the Lengthsman and the gardeners who, if they had the hours available would be asked to carry out actions in addition to their designated duties. The costs would be covered within the existing budget.
In addition it was noted that the railings along the High Street Belbroughton needed repainting although these were not the responsibility of the Parish Council.
Action: the clerk will seek details from members and contact the contractors.
- b. The Committee agreed that £50 would be made available to purchase plants for the planters at the entrances to Fairfield. A group of residents had offered to plant these and look after the troughs for which the Council was grateful.

289/17 Maintenance works

None.

290/17 Other Finance Business

None.

The meeting closed at 9.15pm.

Signed.....Chairman