

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 15<sup>th</sup> October 2018 at The Fairfield First School.**

**Present:** Councillors: J Bradley, A Hood, A Mabbett (Chairman), P Margetts, Dr R Morgan. S Nock, G Parsons and, C Scurrall. In attendance, the clerk. 1 member of the public.

**288/18 Apologies.** None.

**289/18 Declarations of interest.** None. **290/18 Dispensations.** None requested.

**291/18 Minutes of previous meeting.**

The minutes of the meeting of 15<sup>th</sup> September 2018 were approved by the Committee and then signed by the Chairman.

**292/18 Bank reconciliation.**

Cllr. Nock had undertaken the monthly reconciliation and duly signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Morgan would carry out the next reconciliation procedure at the November Finance Committee.

**293/18 Accounts for Payment.**

The clerk circulated the list of items for payment totalling £7,915.39 The Committee authorised the cheque and electronic payments, Cllrs. Bradley and Morgan agreed to sign the cheques. Payments included the Capital Grant to Belbroughton Cricket club £550.00.

**294/18 Insurance**

The Committee noted from the full Council meeting 1<sup>st</sup> October minute 273/18 that the policy had now been renewed for a further 12 months with Axa – Inspire via brokers Came and Co.

**295/18 Income and Expenditure**

The Committee noted the income and expenditure position for the first 6 months of the financial year. Committee members were aware that the grants budget had not been fully used and so would look to continue contact with parish bodies to ascertain if financial support was needed.

Cllr. Bradley advised that he had been in contact with the Belbroughton church who had mentioned potential projects, the committee noted this but would require due notice of a formal request along with advice on the Parish Council's powers in such transactions before considering further. It was likely that such support may not be legal.

	Apr '18 - Mar 19	Budget	£ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
CT Support Grant	0.00	0.00	0.00
Insurance receipts	0.00	0.00	0.00
Lengthsman Scheme	553.50	3,148.00	(2,594.50)
Meeting Room Rent	600.00	1,200.00	(600.00)
Precept (Council Tax)	32,500.00	65,000.00	(32,500.00)
Uncategorized Income	0.00	0.00	0.00
VAT refund	0.00	0.00	0.00
<b>Total Income</b>	<b>33,653.50</b>	<b>69,348.00</b>	<b>(35,694.50)</b>
<b>Gross Profit</b>	<b>33,653.50</b>	<b>69,348.00</b>	<b>(35,694.50)</b>
<b>Expense</b>			
<b>Administration</b>			
Audit Fee	515.00	700.00	(185.00)
Clerk's Expenses	1,071.88	2,560.00	(1,488.12)
Computer Supplies	146.43	250.00	(103.57)
Council Insurance	0.00	1,508.00	(1,508.00)
Rent	560.00	1,200.00	(640.00)
Stationery	0.00	40.00	(40.00)
Training	20.00	300.00	(280.00)
<b>Total Administration</b>	<b>2,313.31</b>	<b>6,558.00</b>	<b>(4,244.69)</b>
<b>Clerk's salary</b>			
Employer's NI	690.57	1,339.00	(648.43)
Employer's pension cont	2,553.33	4,946.00	(2,392.67)
Salary	9,217.49	17,857.00	(8,639.51)
Clerk's salary - Other	(3,000.00)	(6,000.00)	3,000.00
<b>Total Clerk's salary</b>	<b>9,461.39</b>	<b>18,142.00</b>	<b>(8,680.61)</b>
<b>Communication</b>			
CALC	879.99	870.00	9.99
Newsletters and Annual rep...	60.00	100.00	(40.00)
Parish Magazine	0.00	300.00	(300.00)
Website	119.88	150.00	(30.12)
<b>Total Communication</b>	<b>1,059.87</b>	<b>1,420.00</b>	<b>(360.13)</b>
<b>Contingency</b>	<b>345.00</b>	<b>3,250.00</b>	<b>(2,905.00)</b>
<b>Councillors expenses</b>	<b>0.00</b>	<b>600.00</b>	<b>(600.00)</b>
<b>Footway Lighting</b>	<b>153.81</b>	<b>8,415.00</b>	<b>(8,261.19)</b>
<b>Legal and Professional</b>	<b>35.00</b>	<b>1,500.00</b>	<b>(1,465.00)</b>
<b>Maintenance</b>	<b>125.00</b>	<b>1,350.00</b>	<b>(1,225.00)</b>
<b>Maintenance Grants</b>	<b>5,815.00</b>	<b>4,815.00</b>	<b>1,000.00</b>
<b>Meeting Room</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Open Spaces &amp; Footpaths</b>			
Belbroughton green spaces	840.32	1,700.00	(859.68)
Emptying Poop-a-scoop & ...	1,615.00	3,000.00	(1,385.00)
Fairfield Green Spaces	405.78	1,000.00	(594.22)
Footpaths Maintenance	0.00	2,500.00	(2,500.00)
Grass Mowing	3,350.00	5,500.00	(2,150.00)
Grit for bins	0.00	475.00	(475.00)
Lengthsman	763.50	6,092.00	(5,328.50)
Little Bell Hall pool	0.00	500.00	(500.00)
Maintenace of Badgers Cop...	0.00	300.00	(300.00)
Tree work	0.00	1,500.00	(1,500.00)
Wayleaves	0.00	0.00	0.00
<b>Total Open Spaces &amp; Footpaths</b>	<b>6,974.60</b>	<b>22,567.00</b>	<b>(15,592.40)</b>

	Apr '18 - Mar 19	Budget	£ Over Budget
<b>Section 137 Expense</b>			
Bromsgrove CAB	300.00	300.00	0.00
Miscellaneous	300.00	431.00	(131.00)
<b>Section 137 Expense - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Section 137 Expense</b>	<b>600.00</b>	<b>731.00</b>	<b>(131.00)</b>
<b>Total Expense</b>	<b>26,882.98</b>	<b>69,348.00</b>	<b>(42,465.02)</b>
<b>Net Ordinary Income</b>	<b>6,770.52</b>	<b>0.00</b>	<b>6,770.52</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Agriculture Holdings FBT Rents	3,861.94	7,650.00	(3,788.06)
F'field Villa F C Rent	1,338.48	2,700.00	(1,361.52)
Investment Income	3,643.14	4,000.00	(356.86)
Other Income	2,400.00	4,800.00	(2,400.00)
<b>The Green Boundary Agreement</b>	<b>19,800.00</b>		
<b>Ward Members Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Wayleaves</b>	<b>38.82</b>	<b>200.00</b>	<b>(161.18)</b>
<b>Total Other Income</b>	<b>31,082.38</b>	<b>19,350.00</b>	<b>11,732.38</b>
<b>Other Expense</b>			
Clerk 25% allocation	3,000.00	6,000.00	(3,000.00)
Grants to Parish Bodies	0.00	5,000.00	(5,000.00)
Minor Grants	550.00	600.00	(50.00)
Parish Project Expenditure	5,110.00	7,350.00	(2,240.00)
Parish room hedge	0.00	400.00	(400.00)
<b>Total Other Expense</b>	<b>8,660.00</b>	<b>19,350.00</b>	<b>(10,690.00)</b>
<b>Net Other Income</b>	<b>22,422.38</b>	<b>0.00</b>	<b>22,422.38</b>
<b>Profit for the Year</b>	<b>29,192.90</b>	<b>0.00</b>	<b>29,192.90</b>

### 296/18 Little Bell Hall Pool

The Committee noted a report from the 'Working Group' following a site meeting on 8<sup>th</sup> October and confirmed a prior approval that the Lengthsman would be tidying the length of the footway, this now to include land area one metre from the footway, plus cutting ivy from trees that were immediately adjacent, arisings would be left on site as a potential wildlife habitat. This work termed, 'Phase One' being necessary for ongoing safe public usage of the footway. It was noted that the tree health survey covering all Parish Council owned land was due to take place on November 6<sup>th</sup> and the Committee agreed that work identified for the Little Bell Hall Pool area would be assessed for cost but would be carried out.

With regard to the policy on the future appearance of the whole site, this would be considered by the full Council, after the 'Working Group' had received inputs from the arboriculture consultant's visit on 6<sup>th</sup> November, the Worcester Wildlife Trust, the North Worcestershire Water Management and other bodies on the suggested usage and maintenance implications of those uses.

**Action:** Cllr. Morgan would produce further reports for circulation to all council members to include where possible costings of options.

### 297/18 Road Repairs

The Committee noted a request by Cllr. Margetts to consider the purchase of 'cold tarmacadam' for the repair by the Parish Council of minor pot holes which the County Council state they would not deal with. The Committee agreed by seven votes in favour to 1 vote against to ask the County Council:

- a. For permission to refill pot holes which when initially reported to the County Council, were advised were not serious enough to be repaired by the County Council.
- b. Whether it was aware of formal road repairs schemes which ran in conjunction with Parish Councils and which would include a training facility.

**298/18 Investments**

The Committee reviewed the Parish Council’s investments as laid out in the Financial Strategy document and agreed that there were no changes required to the strategy.

It was aware though that current account balances were high following the receipt of monies under the Agreement with the developer of the land adjacent to The Green, Belbroughton and these with other receipts meant it should consider placing £50,000 onto a fixed term deposit of up to two years.

**Action:** the clerk to research options and report to the Committee or if earlier the full Council.

**299/18 Maintenance Work**

- a. The Committee approved refresh painting / varnishing of benches in Belbroughton and the repainting of the Woodgate Way bus shelter.
- b. The Committee approved requesting the Lengthsman to keep specific footways clear of leaves during this Autumn. However before instructing it wished to sensibly co-ordinate such work with the District Council’s schedule for footways which was not known.

**Action:** the clerk to seek the BDC schedule and inform the Lengthsman of action dates.

- c. Cllr. Margetts requested that the imminent County Council road closure in Hartle Lane for barrier repair works did include actioning both areas of ‘railings’ which were in a poor state.

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

Cllr. Parsons requested that the pathway alongside the Fairfield First School had warning lines painted at its junctions.

**Action:** the clerk would liaise with the school’s Head.

**300/18 Other Finance Business**

The Committee approved the purchase of 6 union flags as replacement stock for a sum of up to £25.00

The ‘Working Group’ for the production of the 2019/20 budget would meet on evening of 6<sup>th</sup> November.

**The meeting closed at 9.30 pm.**

Signed.....Chairman