

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 17<sup>th</sup> September 2018 at The Jubilee Room Belbroughton Recreation Centre.**

**Present:** Councillors: A Hood, A Mabbett, P Margetts, Dr R Morgan. S Nock, G Parsons and C Scurrell.  
In attendance, the clerk. 0 members of the public.

**257/18 Apologies.** Apologies were received and accepted from Cllr. J Bradley.

**258/18 Declarations of interest.** None

**259/18 Dispensations.** None requested.

**260/18 Minutes of previous meeting.**

The minutes of the meeting of 16<sup>th</sup> July 2018 were approved by the Committee and were signed by the Chairman.

**261/18 Bank reconciliation.**

Cllr. Hood had undertaken the reconciliation covering two months and duly signed the bank statements and the 'Quickbooks' reconciliation prints.

The Committee agreed that Cllr. Nock would carry out the next reconciliation procedure at the October Finance Committee.

**262/18 Accounts for Payment.**

The clerk circulated the list of items for payment totalling £5,805.55. The Committee authorised the cheque and electronic payments, Cllrs. Scurrell and Mabbett agreed to sign the cheques. Payments included the annual donation to the Citizens Advice Bromsgrove of £300.

**263/18 Insurance**

The Committee noted that brokers Came and Co had met with the clerk but had to date produced only one of the three promised quotes for the insurance renewal effective from 1<sup>st</sup> October. The Committee noted that the one quote showed a very significant increase in premium and thus wished to have seen the two further quotes and also a breakdown from the broker on what sections the increases were applicable to.

As there was no Finance Committee meeting nor full Council meeting prior to the renewal date the Committee approved delegating the selection of the renewal quotation to the Council Chairman and the Chairman of the Finance Committee in the coming fortnight who would be required to have seen all three quotations and assessed the level of cover felt necessary for the Council.

They would report back to the October Finance Committee which would note the decision and consider any further actions.

**Action:** the clerk would chase the broker for the outstanding quotes and Cllrs. Bradley and Mabbett would review, assess and select the level of cover and policy, then report back to the Committee.

**264/18 Christmas Lights Fairfield**

The Committee agreed the purchase of new lights costing circa £50.00.

**Action:** Cllr. Mabbett would organise the purchase and take delivery of the new lights.

### **265/18 Risk Management Policy – Annual Assessment**

The Committee was content with procedures in the prior 12 months. As regards the Annual Return it noted that the external auditor was questioning the treatment of the 2015 provision and subsequent release of the provision, for the Queens Rd. wall repairs. While acknowledged, this was an internal accounting measure not affecting the cash position of the council and no further action was felt necessary.

The clerk had circulated a revised risk management policy and schedule of potential risks duly categorised, including controls in place along with the updated asset register. The Committee noted the documentation and after discussion agreed to recommend adoption to full Council.

**Action:** the clerk would diarise and remind Council on periodic actions required under the policy.

### **266/18 Budget 2019/20**

The Committee set up the budget 'Working Group' to comprise of Cllrs. Bradley, Mabbett, Morgan and Nock. The 'Working Group' would present a draft budget for consideration at the November Finance Committee.

**Action:** the clerk to prepare year to date information and council members should inform him of any additional funding requests for the Working Group's consideration. The Working Group to meet during October.

### **267/18 Maintenance Work**

Cllr. Margetts requested that the County Council inform the Council of its schedule for assessing gullies as he felt many were often left blocked.

**Action:** the clerk to enquire of W.C.C.

Cllr. Morgan requested that pot holes in Chapel Lane Belbroughton were reported to the W.C.C. Hub for Highways Dept. attention.

**Action:** the clerk to report to W.C.C.

Cllr. Margetts advised of overgrown vegetation in Holy Cross Lane and Hartle Lane Belbroughton.

**Action:** the clerk would write to each householder requesting cutting back, Cllr. Margetts would provide photographic evidence regarding the Hartle Lane site to ensure that the clerk made the correct contact.

Cllr. Mabbett requested and Council agreed that the three benches on the Fairfield Recreation Ground should be repainted. Also, a further bench by the Fairfield Villa F.C. required repairs.

**Action:** the clerk would ask James Callaghan, who had previously dealt with other benches in Fairfield to action.

### **268/18 Other Finance Business**

None.

**The meeting closed at 8.30 pm.**

Signed.....Chairman