

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 21<sup>st</sup> Mat 2018 at The Jubilee Room Belbroughton Recreation Centre**

**Present:**

Councillors: A Mabbett, J Bradley, A Hood, P Margetts, Dr R Morgan, S Nock, G Parsons and, C Scurrall.

In attendance, the clerk - 0 members of the public.

**160/18** Cllrs. A Mabbett and S Nock were re-elected respectively as Chairman and Vice-Chairman of the Committee.

**161/18 Apologies.** None

**162/18 Declarations of interest.** None.

**163/18 Dispensations.** None requested.

**164/18 Minutes of previous meeting.**

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

**165/18 Bank reconciliation.**

Cllr. Nock 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 June Finance Committee.

**166/18 Accounts for Payment.**

The clerk circulated the list of items for payment totalling £5,038. The Committee authorised the payments and Cllrs. Mabbett and Scurrall agreed to sign the cheques.

**167/18 Annual Accounts**

The Committee noted the internal auditor's review and comments.

It also noted the final annual accounts for the year ending 31<sup>st</sup> March 2018 and thanked the clerk for his work.

**Action:** the clerk to upload the auditor's report and the accounts to the website.

Apr '17 - Mar 18

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Lengthsman Scheme	3,148.00
Meeting Room Rent	1,200.00
Precept (Council Tax)	65,000.00
Uncategorized Income	625.06
VAT refund	0.00
<b>Total Income</b>	69,973.06
<b>Gross Profit</b>	69,973.06
<b>Expense</b>	
<b>Administration</b>	
Audit Fee	415.00
<b>Clerk's Expenses</b>	
Postage	227.69
Storage	360.00
Telephone	1,033.25
Travelling	995.40
<b>Total Clerk's Expenses</b>	2,616.34
Computer Supplies	218.46
Council Insurance	1,436.43
Rent	912.50
Stationery	23.36
Training	369.00
<b>Total Administration</b>	5,991.09
<b>Clerk's salary</b>	
Employer's NI	1,386.50
Employer's pension cont	5,043.41
Salary	18,207.28
Clerk's salary - Other	(6,400.00)
<b>Total Clerk's salary</b>	18,237.19
<b>Communication</b>	
CALC	828.02
Newsletters and Annual report	369.85
Parish Magazine	275.00
Website	140.86
<b>Total Communication</b>	1,613.73
Contingency	2,488.20
<b>Footway Lighting</b>	
Energy & routine maintenance	4,921.37
Village Green Belbroughton	301.33
<b>Total Footway Lighting</b>	5,222.70
Legal and Professional	35.00
<b>Maintenance</b>	
Fairfield Rec Insp of playequip	330.50
Maintenance- other	521.02
<b>Total Maintenance</b>	851.52
<b>Maintenance Grants</b>	
Belbroughton Church Hall Manage	730.00
Belbroughton PCC	2,200.00
Belbroughton Recreation Ground	1,155.00
Fairfield Village Hall	730.00
<b>Total Maintenance Grants</b>	4,815.00

**Apr '17 - Mar 18**

<b>Open Spaces &amp; Footpaths</b>	
Belbroughton green spaces	2,100.48
Emptying Poop-a-scoop & Litter	3,473.98
Fairfield Green Spaces	1,093.15
Footpaths Maintenance	576.88
Grass Mowing	5,875.00
Grit for bins	590.00
Lengthsman	3,870.09
Little Bell Hall pool	350.00
Maintenance of Badgers Copse	420.00
Tree work	3,040.00
	<hr/>
<b>Total Open Spaces &amp; Footpaths</b>	21,389.58
<b>Section 137 Expense</b>	
Bromsgrove CAB	300.00
Miscellaneous	
Membership Fees & Donations	
CPRE	36.00
Open Spaces Soc	45.00
Royal British Legion (Wreaths)	100.00
SLCC Membership	157.00
Woodland Trust	33.00
	<hr/>
<b>Total Membership Fees &amp; Donat...</b>	371.00
Miscellaneous - Other	50.00
	<hr/>
<b>Total Miscellaneous</b>	421.00
	<hr/>
<b>Total Section 137 Expense</b>	721.00
	<hr/>
<b>Total Expense</b>	61,365.01
	<hr/>
<b>Net Ordinary Income</b>	8,608.05
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Agriculture Holdings FBT Rents	7,767.13
F'field Villa F C Rent	2,626.74
Investment Income	4,543.01
Other Income	
Parish Meeting Room Rent	4,800.00
	<hr/>
<b>Total Other Income</b>	4,800.00
	<hr/>
<b>Ward Members Funds</b>	2,350.00
Wayleaves	520.70
	<hr/>
<b>Total Other Income</b>	22,607.58
	<hr/>
<b>Other Expense</b>	
Clerk 25% allocation	6,000.00
	<hr/>
<b>Grants to Parish Bodies</b>	500.00
	<hr/>
<b>Minor Grants</b>	600.00
Parish Project Expenditure	23,445.58
	<hr/>
<b>Total Other Expense</b>	30,545.58
	<hr/>
<b>Net Other Income</b>	(7,938.00)
	<hr/>
<b>Profit for the Year</b>	<b>670.05</b>
	<hr/> <hr/>

The Committee noted that funds for the footpaths maintenance had not been fully utilised in the prior year. It was very appreciative of the volunteer footpath warden's work and agreed that he should be made aware of the availability of additional resource via the Parish Lengthsman.

**Action:** the clerk to liaise with Nigel Williamson and Paul Hardcastle on possible joint working.

The Committee agreed that it should be kept advised by the Belbroughton Recreation Centre regarding the Council Capital Grant commitment to the play area improvements.

**Action:** The clerk to seek an update on the project.

#### **168/18 Bromsgrove District Council District Plan Review Issues and Options Consultation**

Cllr. Morgan informed the Committee of the invitation from the District Council seeking residents input on the consultation on preparing future planning policies to review the Bromsgrove District Plan. This could involve Exhibition Days, Attendance at a Parish Council Event & Focussed Workshops.

The Committee agreed that involvement would be useful for the community and the Parish Council.

The Committee agreed that funding could be vired as required from the Neighbourhood Planning budget to cover the costs of communicating this initiative to residents by way of a postal leaflet which as well as raising awareness of events aim to receive comments on the consultation exercise.

Cllr. Morgan would prepare a paper for consideration by full Council on 4<sup>th</sup> June on suggested meetings, venues and communication strategies.

#### **169/18 Financial Strategy**

The Committee reviewed the current Parish Council 'Financial Planning and Investment Strategy' and recommended its re-adoption for the coming Council year.

**Action:** the clerk to upload the document to the website.

#### **170/18 Maintenance Work**

Cllr. Hood requested that the Lengthsman attend to weed removal and prevention on the footways at the Five Ways junction Bell Heath.

**Action:** the clerk would instruct the Lengthsman.

Cllr. Hood requested that a letter was sent to the owner of land adjacent to Hartle Lane / Galtons Lane junction requesting that trees are pruned, when legally permissible, as they were encroaching on the footway and roadway.

**Action:** the clerk to send the approved letter.

Cllr. Bradley requested that the ground at Sylvester's Corner Belbroughton was checked for possible soil movement. While the clerk advised that the parish gardener had offered to examine the site his comments were yet to be received. The Committee agreed that it may need to seek professional guidance.

Cllr. Scurrill wished to record thanks to James Callaghan for the excellent work on repainting the bench at the Yew Tree Avenue / Stourbridge Road junction. Cllr. Mabbett requested and Committee agreed that another bench on the junction of Bournheath Road and Brook Road should be similarly repainted.

**Action:** the clerk to instruct Mr Callaghan

**The meeting closed at 8.47 pm.**

Signed.....Chairman