

## **Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 18<sup>th</sup> March 2019 at The Jubilee Room Belbroughton Recreation Centre.**

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

**090/19 Apologies.** Apologies were received and accepted from Cllr. G Parsons.

**091/19 Declarations of interest.** None. **092/19 Dispensations.** None requested.

### **093/19 Minutes of previous meeting.**

The minutes of the meeting of 18<sup>th</sup> February 2019 were approved by the Committee and then signed by the Chairman.

### **094/19 Bank reconciliation.**

The Committee noted the monthly reconciliation carried out by Cllr. Hood who duly signed the bank statements and the 'Quickbooks' reconciliation prints for Council records. The Committee agreed that Cllr. Morgan would carry out the next reconciliation procedure at the April Finance Committee.

### **095/19 Accounts for Payment.**

The clerk circulated the list of items for payment totalling £8,389.24. The Committee authorised the cheque and electronic payments. Cllrs. Mabbett and Scurrall agreed to sign the cheques, and confirm the transfer between accounts and the electronic payments.

The Committee noted the delayed receipt of timesheets from the Lengthsman and authorised the clerk to make the payment to the Lengthsman once these had been presented if this was prior to the next Finance Committee meeting.

### **096/19 Investments**

- a. The Committee undertook the quarterly review of the cash investments and was content with the present policy and range of investments. It noted that all were covered by the Financial Services Compensation Scheme.
- b. The Committee agreed to renew the maturing Shawcross Bank Ltd £40,000 one year fixed rate business bond on 29<sup>th</sup> April 2019 with Shawcross Bank Ltd for a further year at the current offered rate of 1.25%. Should the clerk become aware of a higher interest rate investment for the same term this would be considered by the 15<sup>th</sup> April Finance Committee.

### **097/19 The Lengthsman Scheme**

The Committee noted that the scheme was to continue to be funded by the Council Council for 2019/20 but at the same level (£3,048) as in the current and previous 4 years.

The Committee agreed by 5 votes in favour, 1 vote against and 2 abstentions to review the self-employed Lengthsman's contract terms should he wish to have these re-assessed.

**Action:** The clerk will revert to the Committee after informing the Lengthsman of the renewal of the 'Lengthsman Scheme'.

The clerk confirmed that both parish gardeners have agreed to contract with the Parish Council for 2019 under the same terms as in 2018.

### **098/19 Income and Expenditure**

The Committee noted the 'snapshot' draft of the Council's year to 31<sup>st</sup> March 2019 Income and Expenditure accounts. These would shortly be subject to the independent internal audit.

The Committee agreed that a future Committee would consider work in conjunction with both the footpath warden and the County Council to further improve the footpath network.

	Apr '18 - Mar 19	Budget	£ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
CT Support Grant	0.00	0.00	0.00	0.0%
Insurance receipts	0.00	0.00	0.00	0.0%
Lengthman Scheme	2,034.00	3,148.00	(1,114.00)	64.6%
Meeting Room Rent	1,200.00	1,200.00	0.00	100.0%
Precept (Council Tax)	65,000.00	65,000.00	0.00	100.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
VAT refund	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>68,234.00</b>	<b>69,348.00</b>	<b>(1,114.00)</b>	<b>98.4%</b>
<b>Gross Profit</b>	<b>68,234.00</b>	<b>69,348.00</b>	<b>(1,114.00)</b>	<b>98.4%</b>
<b>Expense</b>				
Administration				
Audit Fee	515.00	700.00	(185.00)	73.6%
Clerk's Expenses	2,601.90	2,560.00	41.90	101.6%
Computer Supplies	328.63	250.00	78.63	131.5%
Council Insurance	1,847.73	1,508.00	339.73	122.5%
Rent	620.00	1,200.00	(380.00)	68.3%
Stationery	0.00	40.00	(40.00)	0.0%
Training	319.00	300.00	19.00	106.3%
<b>Total Administration</b>	<b>6,432.26</b>	<b>6,558.00</b>	<b>(125.74)</b>	<b>98.1%</b>
Clerk's salary	19,003.36	18,142.00	861.36	104.7%
Communication	1,361.98	1,420.00	(58.02)	95.9%
Contingency	0.00	3,250.00	(3,250.00)	0.0%
Councillors expenses	0.00	600.00	(600.00)	0.0%
Footway Lighting	5,349.78	8,415.00	(3,065.22)	63.6%
Legal and Professional	35.00	1,500.00	(1,465.00)	2.3%
Maintenance				
Fairfield Rec Insp of playequip	330.50	350.00	(19.50)	94.4%
Maintenance- other	114.57	1,000.00	(885.43)	11.5%
<b>Total Maintenance</b>	<b>445.07</b>	<b>1,350.00</b>	<b>(904.93)</b>	<b>33.0%</b>
<b>Maintenance Grants</b>				
Belbroughton Church Hall M...	730.00	730.00	0.00	100.0%
Belbroughton PCC	3,200.00	2,200.00	1,000.00	145.5%
Belbroughton Recreation Gro...	1,155.00	1,155.00	0.00	100.0%
Fairfield Village Hall	730.00	730.00	0.00	100.0%
<b>Total Maintenance Grants</b>	<b>5,815.00</b>	<b>4,815.00</b>	<b>1,000.00</b>	<b>120.8%</b>
Meeting Room	0.00	0.00	0.00	0.0%
<b>Open Spaces &amp; Footpaths</b>				
Belbroughton green spaces	1,066.67	1,700.00	(633.33)	62.7%
Emptying Poop-a-ecoop & Lit...	3,145.00	3,000.00	145.00	104.8%
Fairfield Green Spaces	788.28	1,000.00	(211.72)	78.8%
Footpaths Maintenance	52.35	2,500.00	(2,447.65)	2.1%
Grass Mowing	5,300.00	5,500.00	(200.00)	96.4%
Grit for bins	120.00	475.00	(355.00)	25.3%
Lengthman	3,920.76	6,092.00	(2,171.24)	64.4%
Little Bell Hall pool	5,500.00	500.00	5,000.00	1,100.0%
Maintenance of Badgers Copse	0.00	300.00	(300.00)	0.0%
Tree work	3,940.00	1,500.00	2,440.00	262.7%
Wayleaves	0.00	0.00	0.00	0.0%
<b>Total Open Spaces &amp; Footpaths</b>	<b>23,833.06</b>	<b>22,567.00</b>	<b>1,266.06</b>	<b>105.6%</b>
Section 137 Expense	669.00	731.00	(62.00)	91.5%
<b>Total Expense</b>	<b>62,944.51</b>	<b>69,348.00</b>	<b>(6,403.49)</b>	<b>90.8%</b>
<b>Net Ordinary Income</b>	<b>5,289.49</b>	<b>0.00</b>	<b>5,289.49</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Agriculture Holdings FBT Rents	7,573.35	7,650.00	(76.65)	99.0%
F'ield Villa F C Rent	2,723.82	2,700.00	23.82	100.9%
Investment Income	3,995.14	4,000.00	(4.86)	99.9%
Other Income	4,800.00	4,800.00	0.00	100.0%
The Green Boundary Agreement	21,800.00			
Ward Members Funds	2,740.00	0.00	2,740.00	100.0%
Wayleaves	490.56	200.00	290.56	245.3%
<b>Total Other Income</b>	<b>44,122.87</b>	<b>19,350.00</b>	<b>24,772.87</b>	<b>228.0%</b>
<b>Other Expense</b>				
Clerk 25% allocation	6,000.00	6,000.00	0.00	100.0%
Grants to Parish Bodies	550.00	5,000.00	(4,450.00)	11.0%

	Apr '18 - Mar 19	Budget	£ Over Budget	% of Budget
Minor Grants	550.00	600.00	(50.00)	91.7%
Parish Project Expenditure	5,299.00	7,350.00	(2,051.00)	72.1%
Parish room hedge	0.00	400.00	(400.00)	0.0%
Ward Members Funds Grants	240.00			
<b>Total Other Expense</b>	<b>12,639.00</b>	<b>19,350.00</b>	<b>(6,711.00)</b>	<b>65.3%</b>
Net Other Income	31,483.87	0.00	31,483.87	100.0%
<b>Profit for the Year</b>	<b>36,773.36</b>	<b>0.00</b>	<b>36,773.36</b>	<b>100.0%</b>

### 099/19 Maintenance Work

The clerk confirmed that the Lengthsman and the County Council had been approached to assess the reducing the vegetation on the footway at Hackmans Gate Lane and Holy Cross Lane.

Cllr.Margetts advised that he had met with C.Cllr.May and C.Council Highways R.Clewer to assess improvement works in the Belbroughton area, and now awaited a timescale from the County Council for these to take place.

The clerk advised that W.C.C. Highways would now undertake a 'patching exercise' on the High St Belbroughton, in mid-April with a full 'dressing - resurfacing' of the road due later in the year.

### 100/19 Other Financial Business

The clerk confirmed on enquiry from Cllr. Margetts that the current Parish Room Lease was for a period of six years, thus until February 2023. The tenant has the option of a break clause after three years.

The meeting closed at 8.50 pm.

Signed.....Chairman