

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 15<sup>th</sup> January 2018 at The Jubilee Room Belbroughton Recreation Centre**

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

**024/18 Apologies.** Apologies were received and accepted from Cllrs. S Nock and G Parsons.

**025/17 Declarations of interest.** None.

**026/18 Dispensations.** None requested.

**027/18 Minutes of previous meeting.**

The minutes of the meeting of 18<sup>th</sup> December 2018 were approved by the Committee and were signed by the Chairman.

**028/18 Bank reconciliation.**

Cllr. Bradley 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. Scurrall would carry out the next reconciliation procedure at the February Finance Committee.

**029/18 Accounts for Payment.**

The clerk circulated the list of items for payment totalling £3,692. The Committee authorised the payments and Cllrs. Bradley and Scurrall agreed to sign the cheques.

**030/18 Income and Expenditure**

The Committee noted the Parish Council's actual Income and Expenditure position compared to the budget for the period of nine months to 31<sup>st</sup> December 2017 of the current financial year ending 31<sup>st</sup> March 2018.

|                                | <u>Apr - Dec 17</u>     | <u>Budget</u>           | <u>£ Over Bud...</u>    | <u>% of Budget</u>   |
|--------------------------------|-------------------------|-------------------------|-------------------------|----------------------|
| <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%                 |
| Lengthsman Scheme              | 2,504.94                | 2,358.00                | 146.94                  | 106.2%               |
| Meeting Room Rent              | 900.00                  | 900.00                  | 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>            | <u>68,404.94</u>        | <u>68,258.00</u>        | <u>146.94</u>           | <u>100.2%</u>        |
| <b>Gross Profit</b>            | 68,404.94               | 68,258.00               | 146.94                  | 100.2%               |
| <b>Expense</b>                 |                         |                         |                         |                      |
| Administration                 | 4,601.46                | 5,953.00                | (1,351.54)              | 77.3%                |
| Clerk's salary                 | 13,949.01               | 13,312.52               | 636.49                  | 104.8%               |
| Communication                  | 1,636.46                | 1,917.00                | (280.54)                | 85.4%                |
| Contingency                    | 542.40                  | 3,185.00                | (2,642.60)              | 17.0%                |
| Councillors expenses           | 0.00                    | 453.00                  | (453.00)                | 0.0%                 |
| Footway Lighting               | 221.91                  | 6,800.00                | (6,578.09)              | 3.3%                 |
| Legal and Professional         | 35.00                   | 1,125.00                | (1,090.00)              | 3.1%                 |
| Maintenance                    | 1,637.89                | 700.00                  | 937.89                  | 234.0%               |
| 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        | 15,714.67               | 16,927.00               | (1,212.33)              | 92.8%                |
| Section 137 Expense            | 721.00                  | 875.00                  | (154.00)                | 82.4%                |
| <b>Total Expense</b>           | <u>43,874.80</u>        | <u>56,062.52</u>        | <u>(12,187.72)</u>      | <u>78.3%</u>         |
| <b>Net Ordinary Income</b>     | 24,530.14               | 12,195.48               | 12,334.66               | 201.1%               |
| <b>Other Income/Expense</b>    |                         |                         |                         |                      |
| <b>Other Income</b>            |                         |                         |                         |                      |
| Agriculture Holdings FBT ...   | 5,685.63                | 5,625.00                | 60.63                   | 101.1%               |
| F'field Villa F C Rent         | 1,957.50                | 1,944.12                | 13.38                   | 100.7%               |
| Investment Income              | 4,065.38                | 1,237.50                | 2,827.88                | 328.5%               |
| Other Income                   | 3,600.00                | 3,600.00                | 0.00                    | 100.0%               |
| Ward Members Funds             | 2,350.00                | 0.00                    | 2,350.00                | 100.0%               |
| Wayleaves                      | 520.70                  | 450.00                  | 70.70                   | 115.7%               |
| <b>Total Other Income</b>      | <u>18,179.21</u>        | <u>12,856.62</u>        | <u>5,322.59</u>         | <u>141.4%</u>        |
| <b>Other Expense</b>           |                         |                         |                         |                      |
| Clerk 25% allocation           | 4,500.00                | 4,500.00                | 0.00                    | 100.0%               |
| Grants to Parish Bodies        | 500.00                  | 0.00                    | 500.00                  | 100.0%               |
| Minor Grants                   | 600.00                  | 600.00                  | 0.00                    | 100.0%               |
| Parish Project Expenditure     | 1,740.00                | 4,180.00                | (2,440.00)              | 41.6%                |
| Ward Members Funds Grants      | 0.00                    | 0.00                    | 0.00                    | 0.0%                 |
| <b>Total Other Expense</b>     | <u>7,340.00</u>         | <u>9,280.00</u>         | <u>(1,940.00)</u>       | <u>79.1%</u>         |
| <b>Net Other Income</b>        | <u>10,839.21</u>        | <u>3,576.62</u>         | <u>7,262.59</u>         | <u>303.1%</u>        |
| <b>Profit for the Year</b>     | <u><u>35,369.35</u></u> | <u><u>15,772.10</u></u> | <u><u>19,597.25</u></u> | <u><u>224.3%</u></u> |

### **031/18 Internal Audit**

The Committee in accordance with its aim of varying the choice of internal auditor 'from time to time' agreed to request Mr John Benner to undertake the internal audit for the year ending 31<sup>st</sup> March 2018.

**Action:** the clerk to seek Mr Benner's appointment.

### **032/18 Fairfield Recreation Ground - Play area**

- a. The Committee approved reviewing the decision of 18th September 2017 under minute 283/17
- b. The Committee noted that the September 'RoSPA' inspection of the Playarea had not revealed any issues with the surface and thus the decision to seek quotes and carry out significant re-surfacing was reversed. Instead the committee approved attending to the small damaged areas with infilling materials in accordance with the procedures used previously.

**Action:** The clerk and Cllr. T Jones would arrange the works in the Spring after the incidence of frosts should have passed.

### **033/18 Electronic Banking**

The Committee noted the difficulties with setting up the scheme on the operational account due to the Council's requirement to ensure dual councillor control over payments. A decision was therefore deferred on the facility awaiting further investigations on whether a separate account could be set up to process payments on a monthly basis which could be supplied monthly with the required funds from the main bank account which held the Precepted and 'Other Income' balances.

**Action:** The clerk to discuss options with the Council's bankers and refer back to the Committee.

### **034/18 Training – SLCC Practitioners Conference**

The Committee approved the attendance of the clerk at the 2 day February Practitioners Conference, and approved the cost of £269. Amongst other training topics would be guidance on the new General Data Protection Regulations.

### **035/18 Fairfield Christmas Lights**

The Committee approved in principle the provision of new Christmas lights for use outside the Fairfield Village Hall.

**Action:** Cllr. Mabbett would seek quotes and refer back to the Committee.

### **036/18 Maintenance Works**

Cllr. Margetts requested that the District Council were informed of an incidence of fly tipping on the footpath alongside the Belbroughton Cricket Club.

Cllr. Margetts requested that County Council were requested to attend to a tree that had come down between Bradford House and Lydiate House Belbroughton and, that tarmac opposite No 73 High Street Belbroughton was replaced and a pot hole filled located opposite the front door of the Old Horseshoe Pub also in the High Street.

Cllr. Margetts advised that his work on the new bench for the former B.T. phone box site on Holy Cross Lane was progressing. The Committee approved the costs of up to £250.

**Action:** The clerk to contact the local authorities.

### **037/18 Other Finance Business.**

Cllr. Bradley advised that he would be attending the County Council budget consultation meeting at County Hall on the evening of 24<sup>th</sup> January.

**The meeting closed at 8.45 pm.**

Signed.....Chairman

9.