

**MINUTES OF THE MEETING OF BELBROUGHTON AND FAIRFIELD PARISH COUNCIL
FINANCE COMMITTEE HELD ON TUESDAY 25TH JANUARY 2022, 7.30PM VIA VIDEO
CONFERENCE FACILITY**

Present

Parish Councillors

Cllr. Gibbs
Cllr. Hood
Cllr. Mabbett (Chairman)
Cllr. Morgan
Cllr. Nock
Cllr. Wilkes

Public

There was one member of the public
in attendance

Acting Clerk: Ruth Mullett

227/22 APOLOGIES

There were no apologies received.

228/22 DECLARATIONS OF INTEREST

There were no declarations of interest.

229/22 DISPENSATIONS REQUESTED

There were no dispensations requested.

230/22 MINUTES OF THE PREVIOUS MEETINGS

It was unanimously **RESOLVED** to approve the minutes of the meetings held on 20th September 2021, 18th October 2021, and 15th November 2021. With two slight amendments it was also unanimously **RESOLVED** to approve the minutes of the meeting held on 13th December 2021.

231/22 UPDATE ON OUTSTANDING ITEMS

Clerk to ascertain whether there were any outstanding items not covered on the new Council Action List.

232/22 BANK RECONCILIATIONS

Clerk confirmed that the bank account had now successfully been reconciled to 31st December 2021 and had forwarded the Finance Committee Bank Reconciliation, Balance Sheet and Profit and Loss statements to 31st December 2021 from Quickbooks. Unfortunately, due to the HSBC account currently being in the process of having the name and address transferred, Clerk was unable to gain access to the account to print off an accompanying bank statement. Cllr. Morgan and Cllr. Nock agreed to sign the necessary forms from HSBC to enable the bank account name and address to be ratified. It was agreed that Cllr. Nock would conduct the bank reconciliation check for February 2022.

Cllr. Nock also queried the figure of £31,008.36 on the Balance Sheet under Accounts Payable Creditors and Clerk confirmed she would report back to the Finance Committee via email as to how this figure was made up.

Clerk was instructed to inform HMRC of Cheryl Powell's resignation and issue relevant P45.

233/22 VAT

Clerk confirmed that a VAT return from April 2021 to December 2022 had been submitted and a refund from HMRC of £4,979.57 had been received.

234/22 ACCOUNTS FOR PAYMENT

It was unanimously **RESOLVED** to agree the payments sent to all councillors and to pay these via cheque until the bank account has been resolved. Cllr. Morgan and Cllr. Nock agreed to sign the cheques.

It was also unanimously **RESOLVED** for Clerk to update the credit cards details to pay for the Norton Security subscription for the parish council laptop.

235/22 OUTTURN FIGURES

Clerk to begin the process of moving the HSBC current accounts to Unity Trust Bank to allow for adequate security processes for the payments of accounts, taking responsibility away from the Clerk and two councillors authorising the payments. Cllr. Mabbett, Cllr. Morgan, Cllr. Nock and Cllr. Hood to be signatories. This will be **RESOLVED** at the February Finance Committee.

Cllr. Webb had previously agreed to grant £1,500.00 from her County Council Divisional Fund for the upgrading of the streetlights. Clerk to chase this payment.

Clerk was asked to produce a report for the projected final yearend figure and a Budget for 2022-23 incorporating the £70,000.00 Precept.

236/22 FAIRFIELD VILLA LEASE NEGOTIATIONS

The Community Questionnaire produced by the working party was discussed with suggested amendments. Cllr. Mabbett agreed to reformat the survey with revised amendments, and this would be agreed by Full Council together with how the survey would be distributed to residents. Printing costs of up to £100.00 for production of the survey were also agreed.

237/22 PARISH CONTRACTORS

Clerk confirmed she had not yet done any work on this item and would report back to the next Finance Committee.

238/22 MAINTENANCE WORK

A quote had been received from IDG Garden Services for renovating the Millennium Garden at Fairfield Recreation Centre. It was agreed to defer this item until the drainage issues have been resolved. Cllr. Hood agreed to relook at the drainage with the aim of producing a Workplan of required action to allow quotations to be obtained.

It was unanimously **RESOLVED** to agree £150.00 for Induction Training hosted by Worcestershire CALC for the newly co-opted councillors,

The meeting closed at 9.35pm

To be agreed as a true record by the Finance Committee

Signed