

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 19th October 2020 by video conference facility.

Present: Councillors: A Hood, G Ingram, A Mabbett, S Nock and Dr R Morgan.
In attendance, the clerk. 1 member of the public.

275/20 Apologies. None Received. **276/20 Declarations of interest.** None.

277/20 Dispensations. None requested.

278/20 Minutes of previous meeting.

The minutes of the meeting of 21st September 2020 were approved by the Committee.

279/20 Bank reconciliation.

The Committee noted that the monthly bank account and 'Quick books' reconciliation had been carried out by Cllr. Mabbett, which he had confirmed by an e mail to the clerk for Council records. Cllr. Hood would carry out the reconciliation procedures for the month ending 31st October 2020.

280/20 Accounts for Payment.

The clerk had previously circulated for perusal the September list of items for payment totalling £4,840.79. The Committee noted and authorised the payments instructing the clerk to make the electronic payments.

281/20 Income and Expenditure

The Committee noted the position and the clerk's commentary for the half year to 30th September 2020.

	Apr - Sep 20	Budget	Apr - Sep 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Lengthsman Scheme	1,249.25	1,576.00	1,249.25	1,576.00	3,148.00
Meeting Room Rent	300.00	600.00	300.00	600.00	1,200.00
Precept (Council Tax)	32,500.00	32,500.00	32,500.00	32,500.00	65,000.00
Uncategorized Income	0.00	0.00	0.00	0.00	0.00
VAT refund	0.00	0.00	0.00	0.00	0.00
Total Income	34,049.25	34,676.00	34,049.25	34,676.00	69,348.00
Gross Profit	34,049.25	34,676.00	34,049.25	34,676.00	69,348.00
Expense					
Administration					
Audit Fee	590.00	300.00	590.00	300.00	700.00
Clerk's Expenses	716.66	1,237.62	716.66	1,237.62	2,475.00
Computer Supplies	846.37	75.00	846.37	75.00	150.00
Council Insurance	1,841.50	1,725.00	1,841.50	1,725.00	1,725.00
Rent	0.00	700.04	0.00	700.04	1,400.00
Stationery	72.15	13.00	72.15	13.00	25.00
Training	0.00	100.04	0.00	100.04	200.00
Total Administration	4,066.68	4,150.70	4,066.68	4,150.70	6,675.00
Clerk's salary	10,256.76	9,992.54	10,256.76	9,992.54	19,985.00
Communication	966.19	1,150.00	966.19	1,150.00	1,422.00
Contingency	0.00	0.00	0.00	0.00	0.00
Councillors expenses	0.00	300.06	0.00	300.06	600.00
Election Costs	0.00	0.00	0.00	0.00	0.00
Footway Lighting	37.37	3,200.02	37.37	3,200.02	6,400.00
Legal and Professional	0.00	35.00	0.00	35.00	35.00
Maintenance					
Fairfield Rec Insp of playeq...	125.00	175.00	125.00	175.00	350.00
Maintenance- other	234.18	2,150.02	234.18	2,150.02	4,300.00
Total Maintenance	359.18	2,325.02	359.18	2,325.02	4,650.00

Maintenance Grants					
Belbroughton Church Hall ...	750.00	750.00	750.00	750.00	750.00
Belbroughton PCC	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00
Belbroughton Recreation G...	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
Fairfield Village Hall	750.00	750.00	750.00	750.00	750.00
Total Maintenance Grants	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Open Spaces & Footpaths					
Belbroughton green spaces	821.11	2,158.04	821.11	2,158.04	4,316.00
Emptying Poop-a-scoop & ...	2,233.02	2,125.04	2,233.02	2,125.04	4,250.00
Fairfield Green Spaces	0.00	1,192.04	0.00	1,192.04	2,384.00
Footpaths Maintenance	0.00	1,250.02	0.00	1,250.02	2,500.00
Grass Mowing	3,495.00	3,000.00	3,495.00	3,000.00	6,000.00
Grit for bins	0.00	0.00	0.00	0.00	250.00
Lengthsman	1,258.25	1,683.52	1,258.25	1,683.52	3,367.00
Little Bell Hall pool	200.00	250.04	200.00	250.04	500.00
Maintenace of Badgers Cop...	0.00	300.00	0.00	300.00	300.00
Tree work	0.00	0.00	0.00	0.00	0.00
Total Open Spaces & Footpat...	8,007.38	11,958.70	8,007.38	11,958.70	23,867.00
Section 137 Expense	561.00	624.00	561.00	624.00	714.00
Total Expense	29,254.56	38,736.04	29,254.56	38,736.04	69,348.00
Net Ordinary Income	4,794.69	(4,060.04)	4,794.69	(4,060.04)	0.00
Other Income/Expense					
Other Income					
Agriculture Holdings FBT Rents	3,861.94	3,825.00	3,861.94	3,825.00	7,650.00
F'ield Villa F C Rent	0.00	1,437.52	0.00	1,437.52	2,875.00
Investment Income	3,911.59	2,250.00	3,911.59	2,250.00	4,500.00
Other Income	1,200.00	2,400.00	1,200.00	2,400.00	4,800.00
The Green Boundary Agreement	0.00	0.00	0.00	0.00	0.00
Ward Members Funds	500.00	0.00	500.00	0.00	0.00
Wayleaves	38.82	187.50	38.82	187.50	375.00
Total Other Income	9,512.35	10,100.02	9,512.35	10,100.02	20,200.00
Other Expense					
Clerk 25% allocation	3,150.00	3,000.00	3,150.00	3,000.00	6,000.00
Grants to Parish Bodies	414.00	2,500.04	414.00	2,500.04	5,000.00
Minor Grants	0.00	500.02	0.00	500.02	1,000.00
Parish Project Expenditure	15,366.67	4,100.02	15,366.67	4,100.02	8,200.00
Ward Members Funds Grants	0.00	0.00	0.00	0.00	0.00
Total Other Expense	18,930.67	10,100.08	18,930.67	10,100.08	20,200.00
Net Other Income	(9,418.32)	(0.06)	(9,418.32)	(0.06)	0.00
Profit for the Year	(4,623.63)	(4,060.10)	(4,623.63)	(4,060.10)	0.00

Commentary on Inc and Exp 1st half to 30 Sept. 2020.

1. Lengthsman scheme on track.
2. Rent income - The Deli - £300 light due to Covid – P.C. agreed a 3 month rent freeze.
3. (Precept - We have received the 2nd payment of £32.5k via B.D.C. on Oct 2nd).
4. Audit fees - £590 will be the annual total.
5. Clerk P.C. expenses – reduced due to less travel and an improved B.T. contract.
6. Computer supplies – Zoom £144, new laptop £670.
7. Rent paid for room hire - Nil - and likely to remain so.
8. Stationery – condolence books £72.
9. Footway lighting – Annual invoice yet to come from W.C.C.
10. Open Spaces - £4k down due to no gardeners' activity (Covid).
11. Overall 'Ordinary Activities' £8.8k ahead of budget.
12. Agricultural Holdings. Income on track.
13. F.V.F.C income £1,437 down due to Covid - P.C. agreed a 6 months rent freeze.
(Oct 2020 the restarted payments are being received)
14. Other income is The Deli - £1,200 down – again Covid.
15. Grants - Belbroughton Cricket Club £414.
16. Project Exp. £15,367 – all relates to The Green, Belb. Funded though in prior financial year from receipts from the adjacent land developer.

282/20 Fairfield Recreation Ground

The Committee approved repairs to the gate leading to the school lane, using a local contractor who had quoted a cost of £100. The condition of this gate would be monitored regularly and reviewed in the Spring to assess if these repairs had been adequate since it had been prone to vandalism and a new stronger gate may be required.

283/20 Drayton Road / Little Bell Hall Pool site

The Committee agreed that a further strimming of the site should take place this autumn. Minor brick works improvements were also agreed following receipt of a quote of £300, however the contractor would be contacted to assess if these should await until Spring due to adverse winter weather potentially affecting the new joint work.

The Committee noted that the repairs to the inside of the chamber awaited quotes, and felt this work should also be carried out in the Spring.

284/20 Benches – Belbroughton

The Committee approved the purchase of two replacement benches for The Green, Belbroughton costing circa £320 each. The order would be processed after the 16th November Committee meeting by when 'The Green' Working Group would be requested to confirm the precise positioning of the items. It was noted that preparatory groundwork would be required and was agreed by the Committee.

285/20 Bi-Annual Tree Survey

The Committee noted the recent Health and Safety survey and agreed that the clerk should seek quotes for the remedial works required which involved the removal of three trees and taking out of deadwood on 2 others along Drayton Rd. and, at the Fairfield Recreation Ground the removal of a small group of dead elms and a large broken stem on an oak tree.

The Committee noted that a tree opposite the Belbroughton School on land owned by the County Council appeared to be in need of attention and instructed that the clerk request that W.C.C. investigate.

286/20 Belbroughton sign – Holy Cross Lane

The Committee noted that the resident had now supplied a quote for the repairs to the sign situated on his land. The Council had previously agreed to fund these repairs to what is a 'Community' asset and C.Cllr. K May had agreed to cover the costs from her Divisional Fund.

It confirmed that he should proceed with this work, C.Cllr. May would be advised of the quote.

The Committee questioned whether the repaired sign should be relocated opposite its present location onto the available Parish Council land. The clerk initially would refer to the property owner for comment and enquire of the District Council regarding any planning permissions required.

287/20 Parish Lighting

a. The Committee noted from the 5th October Council that a net sum of £13,500, not in the budget would be needed to cover the costs of replacement lighting columns and converting a proportion of lanterns to LED bulbs.

The existing provisions of £8,000 and a grant from C.Cllr. Shirley Webb's Divisional Fund of £1,500 made up the balance of the estimated £23,000 cost.

The Committee would not recommend increasing the Precept to cover the shortfall, and decided to assess the estimated year-end financial position of the Council during the budgeting process in November and then look to allocate shortfall from other cost lines over the remaining two years of the present Council.

b. The Committee was aware that after the above works there would still remain around two thirds of the lighting stock not benefitting from energy efficient 'LEDs' and asked the clerk to find out the costs from the County Council of converting these.

It recommended in principle to full Council that these should be dealt as soon as possible and not within the three year schedule previously agreed.

The funding structure would be assessed when the figures were known.

288/20 Maintenance work

Cllr. Nock advised that the leaf fall was commencing and impacting on footways. The Committee decided it would review the position at its November meeting and as necessary request the District Council to clear footways had it not already done so.

The clerk advised that schedules were being worked on before going to tender for parish gardening and maintenance works effective 1st March and the November Committee would consider these.

289/20 Other Finance Business

None.

The Meeting closed at 9.00 p.m.

To be agreed as a true record by a future Committee Meeting minute.