

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 21<sup>st</sup> January 2019 at Jubilee Room Belbroughton Recreation Centre.**

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

**024/19 Apologies.** Apologies were received and accepted from Cllr. G Parsons.

**025/19 Declarations of interest.** None. **026/19 Dispensations.** None requested.

**027/19 Minutes of previous meeting.**

The minutes of the meeting of 10<sup>th</sup> December 2018 were approved by the Committee and then signed by the Chairman.

**028/19 Bank reconciliation.**

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

**029/19 Accounts for Payment.**

The clerk circulated the list of items for payment totalling £4,652.13. The Committee authorised the cheque and electronic payments. Cllrs. Morgan and Scurrell agreed to sign the cheques, and confirm the transfer between accounts and electronic payments.

**030/19 The Green, Belbroughton and other parish area tree works.**

- a. Removal of cypress trees on The Green: The Committee noted the three quotes received and that following the expected imminent authorisation from the District Council tree officer the chosen contractor S.W.Tree Maintenance Ltd would be approached. The contractor also being requested to leave suitably sized (circa 75mm diameter x .75 metre length) cut logs on site but to remove other debris foliage.

The clerk would place a note on the 'All About Belbroughton' 'Facebook' page a few days prior to the works taking place also advising of the works and that logs can be collected by the public from the site for their personal use.

- b. Safety works: The Committee noted the three quotes received, and again once the District Council had approved those works situated in the Conservation Area the chosen contractor S.W.Tree Maintenance Ltd would be instructed.

**031/19 County Cllr. May Divisional Fund – 2018-19**

Council noted and was appreciative of the County Cllr. offering funds totalling £2,500 from her Divisional Fund for improvements to the High St. Belbroughton area utilising W. C. Council Highways dept. contractors. Council noted that it had anyway an outstanding list of 'business as usual' actions to be completed by Highways Dept. – pot hole repairs, repainting of double yellow lines adjacent to 'The Shoe' and removal of one pole with its traffic signs transferred to the second pole on the footway at Sylvesters Corner.

Council approved requesting that additional works, using the Divisional Funds should include:  
Cleaning out the gullies on High St.

Removal of two pipes in footway adjacent to the wall of Talbot which appeared to serve no purpose.

Repair to railings on Hartle Lane, Belbroughton.

Council would also request review of signage and general traffic calming at Fiveways, Bell Heath junction aiming to reduce the incidence of accidents. Replacement signage at Hollies Hill.

**032/19 Income and Expenditure**

The Committee noted the 'third quarter' financial position 'actuals' of the Parish Council as at 31<sup>st</sup> December 2018 compared to the annual budget for the year to 31<sup>st</sup> March 2019.

	Apr '18 - Mar 19	Budget	£ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
CT Support Grant	0.00	0.00	0.00
Insurance receipts	0.00	0.00	0.00
Lengthsman Scheme	1,951.50	3,148.00	(1,196.50)
Meeting Room Rent	1,000.00	1,200.00	(200.00)
Precept (Council Tax)	65,000.00	65,000.00	0.00
Uncategorized Income	0.00	0.00	0.00
VAT refund	0.00	0.00	0.00
<b>Total Income</b>	<b>67,951.50</b>	<b>69,348.00</b>	<b>(1,396.50)</b>
<b>Gross Profit</b>	<b>67,951.50</b>	<b>69,348.00</b>	<b>(1,396.50)</b>
<b>Expense</b>			
<b>Administration</b>			
Audit Fee	515.00	700.00	(185.00)
<b>Clerk's Expenses</b>			
Postage	51.67	200.00	(148.33)
Storage	270.00	360.00	(90.00)
Telephone	830.20	1,000.00	(169.80)
Travelling	696.60	1,000.00	(303.40)
<b>Total Clerk's Expenses</b>	<b>1,848.47</b>	<b>2,560.00</b>	<b>(711.53)</b>
Computer Supplies	222.50	250.00	(27.50)
Council Insurance	1,847.73	1,508.00	339.73
Rent	720.00	1,200.00	(480.00)
Stationery	0.00	40.00	(40.00)
Training	20.00	300.00	(280.00)
<b>Total Administration</b>	<b>5,173.70</b>	<b>6,558.00</b>	<b>(1,384.30)</b>
Clerk's salary	14,231.37	18,142.00	(3,910.63)
<b>Communication</b>			
CALC	879.99	870.00	9.99
Newsletters and Annual report	60.00	100.00	(40.00)
Parish Magazine	272.00	300.00	(28.00)
Website	149.99	150.00	(0.01)
<b>Total Communication</b>	<b>1,361.98</b>	<b>1,420.00</b>	<b>(58.02)</b>
Contingency	345.00	3,250.00	(2,905.00)
Councillors expenses	0.00	600.00	(600.00)
Footway Lighting	238.90	8,415.00	(8,176.10)
Legal and Professional	35.00	1,500.00	(1,465.00)
Maintenance	381.96	1,350.00	(968.04)
Maintenance Grants	5,815.00	4,815.00	1,000.00
Meeting Room	0.00	0.00	0.00
<b>Open Spaces &amp; Footpaths</b>			
Belbroughton green spaces	1,066.67	1,700.00	(633.33)
Emptying Poop-a-scoop & Lit...	2,380.00	3,000.00	(620.00)
Fairfield Green Spaces	668.28	1,000.00	(331.72)
Footpaths Maintenance	0.00	2,500.00	(2,500.00)
Grass Mowing	4,650.00	5,500.00	(850.00)
Grit for bins	120.00	475.00	(355.00)
Lengthsman	2,269.26	6,092.00	(3,822.74)
Little Bell Hall pool	0.00	500.00	(500.00)
Maintenance of Badgers Copse	0.00	300.00	(300.00)
Tree work	720.00	1,500.00	(780.00)
Wayleaves	0.00	0.00	0.00
<b>Total Open Spaces &amp; Footpaths</b>	<b>11,874.21</b>	<b>22,567.00</b>	<b>(10,692.79)</b>
Section 137 Expense	669.00	731.00	(62.00)
<b>Total Expense</b>	<b>40,126.12</b>	<b>69,348.00</b>	<b>(29,221.88)</b>
<b>Net Ordinary Income</b>	<b>27,825.38</b>	<b>0.00</b>	<b>27,825.38</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Agriculture Holdings FBT Rents	5,642.38	7,650.00	(2,007.62)
Ffield Villa F C Rent	2,262.04	2,700.00	(437.96)
Investment Income	3,995.14	4,000.00	(4.86)
Other Income	4,000.00	4,800.00	(800.00)
<b>The Green Boundary Agreement</b>	<b>21,800.00</b>		
Ward Members Funds	0.00	0.00	0.00
Wayleaves	490.56	200.00	290.56
<b>Total Other Income</b>	<b>38,190.12</b>	<b>19,350.00</b>	<b>18,840.12</b>
<b>Other Expense</b>			
Clerk 25% allocation	4,500.00	6,000.00	(1,500.00)
Grants to Parish Bodies	550.00	5,000.00	(4,450.00)

	Apr '18 - Mar 19	Budget	£ Over Budget
Minor Grants	550.00	600.00	(50.00)
Parish Project Expenditure	5,299.00	7,350.00	(2,051.00)
Parish room hedge	0.00	400.00	(400.00)
Ward Members Funds Grants	0.00		
<b>Total Other Expense</b>	<b>10,899.00</b>	<b>19,350.00</b>	<b>(8,451.00)</b>
<b>Net Other Income</b>	<b>27,291.12</b>	<b>0.00</b>	<b>27,291.12</b>
<b>Profit for the Year</b>	<b>55,116.50</b>	<b>0.00</b>	<b>55,116.50</b>

### 033/19 Internal Audit

Further to its policy of rotation of the role the Committee agreed to seek the appointment of Mr John Benner as internal auditor for the financial year 2018/19.

### 034/19 Maintenance Work

Cllr. Margetts requested that WCC Highways arrange the jetting of the gullies on Bradford Lane from Bradford House to Waystone Lane. And, also deal with flooding issues outside Bradford House. Council requested that as well as using the 'Hub' Mr Clewer and the County Councillor are contacted direct.

**Action:** the clerk to report as above.

Cllr. Mabbett sought confirmation from the clerk that repainting and repairs to benches on Fairfield Recreation Ground was scheduled for the Spring. The clerk confirmed that James Callaghan had this on his list of jobs for Spring 2019.

Cllr. Morgan advised that the Little Bell Hall Pool Working Group had met twice and considered both maintenance works required and future of the site.

Dealing solely with maintenance and thus not the future of the site – in some areas overhanging and fallen debris and litter was apparent above and immediately alongside the watercourse. Tidying up was felt necessary to ensure smooth flow of the stream. The Committee approved seeking quotes for this work which was hoped if agreed could be completed by the end of March.

The full Council at its February meeting would consider implementation of these maintenance works, and also note the Working Group's recent work on the future options for the site.

**Action:** the clerk and Cllr. Morgan to seek quotes.

### 035/19 Other Financial Business

#### **Land at junction Queens Hill and Church Rd Belbroughton (Sylvester's Corner) Wayleave 44146107:**

The Committee agreed a request from Western Power to connect a new underground service cable of less than .5 metre length and to provide a revised Wayleave Consent covering this addition.

**The meeting closed at 9.20 pm.**

Signed.....Chairman