

**Minutes of the meeting of Belbroughton Parish Council Finance Committee held on 15<sup>th</sup> September 2014 in the Barton Room Fairfield Village Hall.**

**Present:** Councillors J Bradley, C Scurrall, I Dalziel, K Green, T Jones, A Mabbett, R Morgan, S Pawley and C Scurrall. In attendance: John Farrell (Clerk).

**336/14 Apologies**

Apologies were received from Cllrs. D Roberts and P. Shotton. Apologies were also received from Cllr. Scurrall who would be late for the meeting.

**337/14 Declarations of interest.** No interests were declared.

**338/14 Dispensations.** None were requested.

**339/14 Minutes of previous meeting**

The Minutes of the meeting on 18<sup>th</sup> August 2014 were approved.

**340/14 Bank reconciliation:**

The bank reconciliation for the Council's operational bank account was noted. Cllr. Bradley signing the bank statements and initialling the 'Quickbooks' reconciliation prints.

**341/14 Accounts for Payment**

The clerk circulated the list of items for payment in September. The Committee authorised the 20 hours overtime payment to the clerk. The payments were authorised and Cllrs. Jones and Bradley would sign the cheques.

**342/14 Income and expenditure**

The clerk circulated the year to date income and expenditure figures along with the budget for comparison. A balance sheet was also circulated along with a commentary on the present positions. The Committee noted the figures.

The clerk was requested to hold a further noting session at the next Finance Committee meeting on the detail of the parish council's finances.

**Belbroughton Parish Council**  
**UK Balance Sheet - Standard**  
As at 12 September 2014

	12 Sep 14
<b>ASSETS</b>	
<b>Fixed Assets</b>	
Agricultural land	129,429.00
Belbroughton Village Green	1.00
Church Green, Belbroughton	1.00
Fairfield Recreation Ground	6,000.00
Land at Dark Lane, Belbroughton	1.00
Little Bell Hall Pool	1.00
<b>Office Equipment</b>	
Accum. Depreciation	(1,417.00)
Office Equipment - Other	1,417.00
<b>Total Office Equipment</b>	0.00
Parish Council Meeting Room	30,000.00
Sylvester's Corner, Belbroughto	1.00
<b>Total Fixed Assets</b>	165,434.00
<b>Other Assets</b>	
Bank of Cyprus	25,612.50
Cambridge and Counties Bank	50,000.00
Henderson Multi Mgr Fund (Gart)	51,352.80
Investec bank	50,000.00
Julian Hodge Bank	20,000.00
Scottish Widows	14,048.47
Shawbrook Bank	25,000.00
<b>Total Other Assets</b>	236,013.77
<b>Current Assets</b>	
<b>Other Current Assets</b>	
Debtors (Loans from Council)	
Belbroughton Rec Centre	1,500.00
<b>Total Debtors (Loans from Cou...</b>	1,500.00
Queens Hill Wall Maint fund	(5,000.00)
<b>Total Other Current Assets</b>	(3,500.00)
<b>Accounts Receivable</b>	
Accounts Receivable (Debtors)	(211.73)
<b>Total Accounts Receivable</b>	(211.73)
<b>Cash at bank and in hand</b>	
General Account	4,168.04
Rent Deposit Meeting Rm Bel.	1,200.20
<b>Total Cash at bank and in hand</b>	5,368.24
<b>Total Current Assets</b>	1,656.51
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (Creditors)	9,658.64
<b>Total Accounts Payable</b>	9,658.64
<b>Other Current Liabilities</b>	
Meeting room deposit repayable	1,200.00
VAT Control	(437.63)
<b>Total Other Current Liabilities</b>	762.37
<b>Total Current Liabilities</b>	10,421.01
<b>NET CURRENT ASSETS</b>	(8,764.50)
<b>TOTAL ASSETS LESS CURRENT LIA...</b>	392,683.27
<b>NET ASSETS</b>	392,683.27
<b>Capital and Reserves</b>	
Fixed Asset Account	165,434.00
Retained Earnings (Balance B/F)	226,567.89
Profit for the Year	681.38
<b>Shareholder funds</b>	392,683.27

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12/09/14

Accrual Basis

**Belbroughton Parish Council**  
**Profit & Loss Budget Performance**  
 April through September 2014

	Apr - Sep 14	Budget	Apr - Sep 14	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
CT Support Grant	0.00		0.00		3,000.00
Lengthsman Scheme	808.66	1,575.00	808.66	1,575.00	3,150.00
Meeting Room Rent (old)	0.00		0.00		
Precept (Council Tax)	32,500.00	32,500.00	32,500.00	32,500.00	65,000.00
<b>Total Income</b>	<b>33,308.66</b>	<b>34,075.00</b>	<b>33,308.66</b>	<b>34,075.00</b>	<b>71,150.00</b>
<b>Gross Profit</b>	<b>33,308.66</b>	<b>34,075.00</b>	<b>33,308.66</b>	<b>34,075.00</b>	<b>71,150.00</b>
<b>Expense</b>					
Administration	2,695.10	3,765.98	2,695.10	3,765.98	5,480.00
Bad Debts	0.00		0.00		
Clerk's salary	10,345.91	10,103.60	10,345.91	10,103.60	20,207.00
Communication	979.19	1,395.00	979.19	1,395.00	1,845.00
Contingency	5,550.00	7,750.02	5,550.00	7,750.02	15,500.00
Councillors expenses	107.48	350.08	107.48	350.08	700.00
Footway Lighting	175.95	1,300.02	175.95	1,300.02	7,200.00
Legal and Professional	53.85	500.00	53.85	500.00	500.00
Maintenance	125.00	475.00	125.00	475.00	950.00
Maintenance Grants	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00
Meeting Room	0.00	180.00	0.00	180.00	360.00
Open Spaces & Footpaths	4,982.63	6,438.37	4,982.63	6,438.37	12,650.00
Section 137 Expense	532.00	497.00	532.00	497.00	955.00
<b>Total Expense</b>	<b>29,947.11</b>	<b>37,155.07</b>	<b>29,947.11</b>	<b>37,155.07</b>	<b>70,747.00</b>
<b>Net Ordinary Income</b>	<b>3,361.55</b>	<b>(3,080.07)</b>	<b>3,361.55</b>	<b>(3,080.07)</b>	<b>403.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Agriculture Holdings Rents	1,501.87	3,003.50	1,501.87	3,003.50	6,642.50
F'ield Villa F C Rent	1,018.65	1,225.04	1,018.65	1,225.04	2,450.00
Investment Income	727.95	1,099.98	727.95	1,099.98	2,200.00
Parish Meeting Room Rent (...)	1,958.34	1,958.00	1,958.34	1,958.00	4,832.00
Wayleaves	35.02	215.02	35.02	215.02	430.00
<b>Total Other Income</b>	<b>5,241.83</b>	<b>7,501.54</b>	<b>5,241.83</b>	<b>7,501.54</b>	<b>16,554.50</b>
<b>Other Expense</b>					
Grants to Parish Bodies	500.00	5,000.00	500.00	5,000.00	5,000.00
Minor Grants	200.00	1,000.00	200.00	1,000.00	1,000.00
Parish Project Expenditure	7,222.00	7,685.00	7,222.00	7,685.00	7,685.00
<b>Total Other Expense</b>	<b>7,922.00</b>	<b>13,685.00</b>	<b>7,922.00</b>	<b>13,685.00</b>	<b>13,685.00</b>
<b>Net Other Income</b>	<b>(2,680.17)</b>	<b>(6,183.46)</b>	<b>(2,680.17)</b>	<b>(6,183.46)</b>	<b>2,869.50</b>
<b>Profit for the Year</b>	<b>681.38</b>	<b>(9,263.53)</b>	<b>681.38</b>	<b>(9,263.53)</b>	<b>3,272.50</b>

## **Belbroughton PC - Income and Expenditure Commentary 15<sup>th</sup> Sept 2014.**

This is effectively the first half of the year completed with no further payments authorised until October.

### **Ordinary Income:**

Lengthsman scheme receipts are in arrears from WCC and so P.C. is due circa 3 months which will come through during October.

Second part of Annual Precept - £32,500 – will be received first week of October.

### **Ordinary Expenditure:**

Admin; actual £2,695 budget £3,766 - however insurance yet to be paid (budget £1400).  
Communication; actual £979 budget £1,395 - however £275 parish mag inputs fee in budget but not yet paid.  
Contingency; actual £5,550 budget £7,750 - This includes actual of £5k allocated for prior wall expenses. Thus £2k of contingency not used.  
Footway Lighting; actual £175 budget £1,300 - no bill yet from WCC.  
Legals; actual £53 budget £500 - no bill yet for FBTs or Green.  
Open Spaces: actual £4,983 budget £6,438 - well within budget.

### **Other Income:**

Agric Holdings; 30<sup>th</sup> Sept invoices yet to go out which will bring this figure up to budget.  
FVFC; 5 payments in 6 months – expect 6<sup>th</sup> by end Sept/ start Oct. – on track.

### **Other Expenditure:**

Grants to Parish bodies: just £500 drawn and this was from 2013/14 allocation.  
Minor grants; one drawdown £200.

Parish Project Expenditure: actual £7,222 budget £7,685 ( Note this line has a degree of 'hangover' from 2013/14 where the budget was £4,000 and actual was just £2,160 – had the claim come in from Fairfield Village Hall prior to the year end 31/3/2014 then £1,840 'surplus' would not have arisen and usage of the 2014/15 budget would have been £1,840 less.

(Surplus available across the two years because Fairfield V Hall claim was under the allocation).

### **Balance Sheet:**

Other assets:

Bank of Cyprus	Fxd 1.85% Exp. 29/12/14
Cambridge & Counties	(2 x £25k) 30 day notice 1.75% / 95 day notice 1.8%
Julian Hodge	Fxd 1.65% Exp. 27/8/15
Shawbrook	100 day notice 1.5%
Scottish Widows	Instant access 0.4%
Henderson	15/9/2014 valuation - £51,930 (instant access of liquidated)
Investec	31/5/2014 valuation: £60,805 Maturity (5yrs to ) 7/9/2015.

Loan £1,500 : Bel Rec. 2 x repayments of £750 are due on 30/9/14 & 31/3/2015.

Current Liabilities includes £8k allocated to WCC lighting £5k of which may not be claimed, £3k is for the replacement lights programme.

#### **343/14 Fairfield Villa Football Club**

Cllr. Scurrrell joined the meeting.

The Committee noted that the terms of the lease require an annual review of the rent based the annual all items Retail Prices Index movement as at August 2014. The clerk advised the Committee that the percentage movement would be available later that week and he would write to the tenant informing of the change to the rent.

#### **344/14 Financial Regulations**

The clerk had circulated a copy of the Working Group's suggested amendments, appropriate to the Parish Council, to the new NALC model Financial Regulations. The Chairman highlighted a number of clauses. The Committee would recommend to the full Council that the new document is adopted, and recommended this to be a formal agenda item in the next Council meeting.

#### **345/14 Grants 2014/15**

The clerk had circulated copies of the Working Group's recommendations following the receipt of the applications from parish bodies and others for Capital and Minor Grants. The Finance Committee recommended to the full Council that the following are paid, excepting the grant to Fairfield Villa F.C. pending receipt of the clubs balance sheet and a specific note on what pitch improvements would be made from the grant funds. And excepting the Minor Grant to Belbroughton United Charities where the Committee requested a copy of the entities previous financial years income and expenditure report.

<b>Applicant</b>	<b>Amount Sought</b>	<b>Cost of project</b>	<b>Purpose</b>	<b>Grant in 13/14</b>	<b>Recommendation from Finance Committee</b>
<b>1. Fairfield Village Hall</b>	£2,500	£5,447	Resurfacing driveway, tarmac ramps to slow traffic & disability access ramp.	£1,500	£1,150
<b>2. Belbroughton Recreation Centre</b>	£2,000	£2,485 for drains £120 water boiler £474 for LED floodlights	New rainwater drains, water boiler for kitchen, 6 LED floodlights.	£1,000	£1,150
<b>3. Belbroughton Church Hall</b>	£ as much as possible	£7,500	Replace heating boiler, pipework and rads.	£1,500	£1,150
<b>4. Fairfield Villa Football Club.</b>	£450	£900	Pitch remedial work.	None	£400 subject to sight of balance sheet & clarification of precise spending.
<b>5. Belbroughton Cricket Club</b>	£2,815	£50,965	Artificial wicket and new nets.	£500	£1150 provided other funders agreeing input.
<b>Minor Grants</b>					
<b>Belbroughton F.C Under 11s</b>	£500	£637	Football nets & pitch hire.	None	£250
<b>Bel. United Charities</b>	£150	>£150	Orchard tidying.	None	£150 subject to satis. Inc & Exp a/cs.

<b>Fairfield Welcome Club</b>	£any	£150	Entertaining costs.	None	£150
<b>(Belbroughton Fun Dog Show )</b>	£200	£400	Operating costs.	None	£200 (Council approved this July 2014)

Funds available:

Capital Grants £5,000 Total amount sought : £15,265 Grants recommended: £5,000.

Minor Grants £1,000 Total amount sought: £1,337 Grants recommended: £750.

The Committee asked the clerk when in correspondence with grant applicants that they are reminded of the usual annual timetable for applications.

### **346/14 Annual Insurance**

The Committee noted the three renewal quotations that the clerk had sourced. It authorised the use of Came and Co brokers and to accept the offered 5% discount for a three year commitment. The first year's gross premium would be £1,313.65. Clerk was asked to negotiate with the broker to see if any reduction in the quotation could be achieved.

### **347/14 Trees at Fairfield Recreation Ground**

The Committee recommended in principle the purchasing and planting of 5 trees and a plaque to commemorate those who gave their lives in each of the five years of the First World War. Types of trees and the costings involved would be referred to the full Council.

### **348/14 Maintenance Work**

Cllrs. requested that the clerk remind the grass cutting contractor that mowings were to be collected and disposed of. This issue should be kept in mind when seeking tenders for the 2015 contract.

Cllr.Pawley advised that the 'cul-de-sac' sign at Pinchers Close Belbroughton was missing – the clerk was asked to request that Bromsgrove District Council install a replacement.

### **349/14 Any other Finance Business**

Cllr. Jones advised that the Fairfield Playground surface was probably nearing the end of its useful life and Council would need to consider actions.

Cllr. Scurrrell felt that additional newsletters should be produced and that Cllrs should also regularly verbally inform residents of actions taken by the Parish Council.

Cllrs. Dalziel and Green would assess the gardeners' operational activities in Belbroughton and Fairfield respectively to clarify for the Council the structure and scope of the work undertaken.

The clerk was asked to enquire from the tenant at the Belbroughton Parish Room as to why the increased rent deposit had not yet been paid over.

The meeting closed at 9.35 pm.

Signed.....Chairman