

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

**Present:** Councillors J Bradley (Chair), C Scurrell, I Dalziel, K Green, T Jones, S Pawley, D Roberts, and P Shotton. **In attendance:** John Farrell (Clerk). 0 members of the public.

**485/14 Apologies**

Apologies were received from Cllrs. A Mabbett, and R Morgan.

**486/14 Declarations of interest.** No interests were declared.

**489/14 Dispensations.** None were requested.

**490/14 Minutes of previous meeting**

The minutes of the meeting on 17<sup>th</sup> November 2014 were approved, and the chairman signed the minute book.

**491/14 Bank reconciliation:**

The bank reconciliation for the Council's operational bank account was noted. Cllr. Bradley signed the bank statements and the 'Quickbooks' reconciliation prints. In accordance with the Council Financial Regulations – rotating this role - Cllr. Roberts would carry out the reconciliation processes next month.

**492/14 Accounts for Payment**

The clerk circulated the list of items for payment in December totalling £4,042.70 and detailed the transactions involved. The payments were authorised and Cllrs. Jones and Scurrell signed the cheques.

**493/14 Income and expenditure**

The Committee noted the quarterly income and expenditure against budget and the annual budget update from the clerk which is for 9 months of the financial year. The following points were noted: The Council Tax Support grant would not be paid by the District Council. The Precept for the full year has been received and thus the surplus as at 9 months will steadily reduce. The main Footway Lighting bill is yet to be received from the County Council and the Parish Council also awaits costings for non routine maintenance items. The grass mowing contractor is yet to submit his final bills. The agriculture rents are not due until the end of December. Investment income will be recorded once the quarter end has passed. The grants to parish bodies have been agreed but are yet to be drawn.

	<u>Apr - Dec 14</u>	<u>Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Council Tax Support Grant</b>	0.00		3,000.00
<b>Lengthsman Scheme</b>	2,043.13	2,362.50	3,150.00

<b>Precept (Council Tax)</b>	65,000.00	65,000.00	65,000.00
<b>Total Income</b>	<u>67,043.13</u>	<u>67,362.50</u>	<u>71,150.00</u>
<b>Gross Income</b>	67,043.13	67,362.50	71,150.00
<b>Expense</b>			
<b>Administration</b>			
<b>Audit Fee</b>	576.00	700.00	700.00
<b>Clerk's Expenses</b>			
<b>Postage</b>	156.50	120.00	160.00
<b>Storage</b>	225.00	225.00	300.00
<b>Telephone</b>	350.54	450.00	600.00
<b>Travelling</b>	<u>638.10</u>	<u>540.00</u>	<u>720.00</u>
<b>Total Clerk's Expenses</b>	1,370.14	1,335.00	1,780.00
<b>Computer Supplies</b>	253.09	206.24	275.00
<b>Council Insurance</b>	913.62	1,400.00	1,400.00
<b>Rent</b>	455.00	639.00	900.00
<b>Stationery</b>	116.30	93.74	125.00
<b>Training</b>	388.80	210.00	300.00
<b>Travelling Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Administration</b>	4,072.95	4,583.98	5,480.00
<b>Bad Debts</b>	0.00		
<b>Clerk's salary</b>			
<b>Employer's NI</b>	827.85	825.02	1,100.00
<b>Employer's pension cont</b>	2,716.28	2,651.26	3,535.00
<b>Salary</b>	<u>11,966.09</u>	<u>11,679.02</u>	<u>15,572.00</u>
<b>Total Clerk's salary</b>	15,510.22	15,155.30	20,207.00
<b>Communication</b>			
<b>CALC</b>	617.68	645.00	645.00
<b>Newsletters and Annual report</b>	546.76	650.00	650.00
<b>Parish Magazine</b>	275.00	300.00	300.00
<b>Website</b>	0.00		150.00
<b>Communication - Other</b>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
<b>Total Communication</b>	1,439.44	1,695.00	1,845.00
<b>Contingency</b>			
<b>Other</b>	480.00	4,125.01	5,500.00
<b>Queens Hill Wall</b>	<u>10,490.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
<b>Total Contingency</b>	10,970.00	14,125.01	15,500.00
<b>Councillors expenses</b>			

Chairman's allowance	0.00	75.00	100.00
Councillors travel	57.15	75.00	100.00
Training	107.48	375.02	500.00
<b>Total Councillors expenses</b>	<b>164.63</b>	<b>525.02</b>	<b>700.00</b>
<b>Footway Lighting</b>			
Energy & routine maintenance	0.00		4,500.00
Non Routine Maintenance	0.00	1,875.01	2,500.00
Village Green Belbroughton	202.08	75.00	200.00
<b>Total Footway Lighting</b>	<b>202.08</b>	<b>1,950.01</b>	<b>7,200.00</b>
<b>Legal and Professional</b>			
Maintenance	363.85	500.00	500.00
Fairfield Rec Insp of playequip	250.00	175.00	350.00
Maintenance- other	375.43	450.00	600.00
<b>Total Maintenance</b>	<b>625.43</b>	<b>625.00</b>	<b>950.00</b>
<b>Maintenance Grants</b>			
Belbroughton Church Hall Manage	660.00	660.00	660.00
Belbroughton PCC	1,980.00	1,980.00	1,980.00
Belbroughton Recreation Ground	1,100.00	1,100.00	1,100.00
Fairfield Village Hall	660.00	660.00	660.00
<b>Total Maintenance Grants</b>	<b>4,400.00</b>	<b>4,400.00</b>	<b>4,400.00</b>
<b>Meeting Room</b>			
meeting room garden and hedge	0.00	360.00	360.00
<b>Total Meeting Room</b>	<b>0.00</b>	<b>360.00</b>	<b>360.00</b>
<b>Open Spaces &amp; Footpaths</b>			
Belbroughton green spaces	541.99	900.00	1,000.00
Emptying Poop-a-scoop & Litter	1,159.64	1,162.52	1,550.00
Fairfield Green Spaces	1,244.50	720.00	800.00
Footpaths Maintenance	519.29	900.00	1,000.00
Grass Mowing	1,463.65	2,311.11	2,600.00
Grit for bins	0.00	400.00	600.00
Lengthsman	2,593.76	2,475.00	3,300.00
Little Bell Hall pool	22.09	200.00	200.00
Maintenace of Badgers Copse	0.00	600.00	600.00
Tree work	975.00	1,000.00	1,000.00
<b>Total Open Spaces &amp; Footpaths</b>	<b>8,519.92</b>	<b>10,668.63</b>	<b>12,650.00</b>
<b>Section 137 Expense</b>			
Bromsgrove CAB	250.00		
<b>Miscellaneous</b>			
Membership Fees & Donations			
CPRE	36.00	29.00	29.00

	Open Spaces Soc	45.00	45.00	45.00
	Royal British Legion (Wreaths)	0.00		96.00
	SLCC Membership	164.00	160.00	160.00
	Woodland Trust	0.00	33.00	33.00
	Membership Fees & Donations - Other	220.00	442.00	592.00
	<b>Total Membership Fees &amp; Donations</b>	<b>465.00</b>	<b>709.00</b>	<b>955.00</b>
	<b>Total Miscellaneous</b>	<b>465.00</b>	<b>709.00</b>	<b>955.00</b>
	<b>Total Section 137 Expense</b>	<b>715.00</b>	<b>709.00</b>	<b>955.00</b>
	<b>Total Expense</b>	<b>46,983.52</b>	<b>55,296.95</b>	<b>70,747.00</b>
	<b>Net Ordinary Income</b>	<b>20,059.61</b>	<b>12,065.55</b>	<b>403.00</b>
	<b>Other Income/Expense</b>			
	<b>Other Income</b>			
	Agriculture Holdings Rents	3,325.56	4,823.00	6,642.50
	F'field Villa F C Rent	1,644.51	1,837.52	2,450.00
	Investment Income	727.95	1,649.97	2,200.00
	Parish Meeting Room Rent (new)	3,395.85	3,395.00	4,832.00
	Wayleaves	499.12	322.51	430.00
	<b>Total Other Income</b>	<b>9,592.99</b>	<b>12,028.00</b>	<b>16,554.50</b>
	<b>Other Expense</b>			
	Grants to Parish Bodies	1,650.00	5,000.00	5,000.00
	Minor Grants	600.00	1,000.00	1,000.00
	Parish Project Expenditure	7,222.00	7,685.00	7,685.00
	<b>Total Other Expense</b>	<b>9,472.00</b>	<b>13,685.00</b>	<b>13,685.00</b>
	<b>Net Other Income</b>	<b>120.99</b>	<b>(1,657.00)</b>	<b>2,869.50</b>
	<b>Surplus for the Year</b>	<b>20,180.60</b>	<b>10,408.55</b>	<b>3,272.50</b>

#### 494/14 Clerk Salary

The Committee noted the National Association of Local Councils new pay scales agreement dated November 2014 for 2014-16.

#### 495/14 Council Finances

In accordance with the Council Financial Regulations the Committee carried out its annual review of the Financial Planning and Investment Strategy. The clerk had circulated the present investments schedule. The Committee recommended no changes to the strategy, it further recommended that the Strategy should be reviewed within three months of the date of the newly elected Council next year.

**496/14 Investments**

The Committee resolved to renew the Bank of Cyprus bond - balance £26,088.93 - which matures on 29<sup>th</sup> December, for a period of 18 months at the fixed rate offered of 1.85%.

**497/14 Maintenance Work**

Cllr. Roberts advised that the Belbroughton tree lights were now operational again following the resetting of the trip switches. The reason for the outage at the weekend was not known and Cllr. Roberts had also contacted the organiser of the Sunday carol service to discuss the matter.

The clerk was asked to contact the County Council and report the failing of two lights on and near The Green Belbroughton and seek their repair.

Cllr. Roberts advised that there were significant leaves on the Green and at Sylvesters Corner again despite the initial clear up. James Callaghan would be asked to visit to pick up and dispose of them.

Cllr. Scurrrell advised that there was also an issue with leaves on the footways around the mini-roundabout in Fairfield.

Cllr. Green advised that the gate to the school from the footpath on the Fairfield Recreation Ground had a poor spring and should be considered for replacement.

Cllr. Bradley advised that the Drayton Road Belbroughton was temporarily closed as the County Council were undertaking improvements to the footway. He would enquire as to they would also be attending to the outstanding pot holes on the road itself.

**498/14 Any other Finance Business**

The clerk advised that he had been contacted by Ringway - a main contractor for the County Council - who were offering a days work for free in Belbroughton to give the village a 'makeover' which would cover minor tidying jobs. The Committee agreed that Cllrs. Roberts and Dalziel should meet with the Ringway representative to discuss priority work. Ringway had advised that they were only able to work in Belbroughton village on this occasion and not therefore in Fairfield or outlying areas of the Parish.

Cllr. Green requested that the name of the Council should be discussed at a future Council meeting to cover the inclusion of the word 'Fairfield'.

The meeting closed at 9.15 pm.

Signed.....Chairman