

## **Draft**

### **Minutes of the meeting of the Belbroughton Parish Council Finance Committee held in the Meeting Room Belbroughton on Monday 18<sup>th</sup> April 2011**

**Present:** Cllrs K Green (Chair), J Bradley, J Kitson, and C Scurrall.

In attendance: Mrs C Limm, Clerk. Three members of the public also attended.

#### **126/11 Apologies**

Apologies were received and accepted from Cllrs Jones, K Nind and P Shotton.

#### **127/11 Declarations of Interest**

No interests were declared on this occasion.

#### **128/11 Minutes of the Previous Meeting**

The Minutes of the meeting on 21st March were agreed and the Minute book signed by the Chairman.

#### **129/11 Bank reconciliations**

The bank reconciliations for the Council's two accounts were noted by the Committee and signed by the Chairman.

#### **130/11 Year End arrangements**

The Clerk said that the date appointed for the 2010/11 external audit was 20<sup>th</sup> June. The year- end accounts should be available for approval by the Finance Committee on 23<sup>rd</sup> May and by the full Council at its June meeting.

#### **131/11 Accounts for Payment**

Accounts for payment in April set out in a schedule that was tabled by the Clerk were approved by the Committee.

#### **132/11 Meeting room secretary**

The Committee agreed that the Clerk should advertise for a new booking secretary. The pay offered should be £14 per week initially. The Chairman and Clerk were authorised to make an appointment if a suitable candidate could be identified.

#### **133/11 Council's Insurance and Annual Risk Assessment**

The Clerk said that a quote to renew the Council's current insurance policy from 1<sup>st</sup> June was 10% more than in the current year. She would seek further quotes and/or try to negotiate a reduction. Insuring the Council's street lights would cost an additional £1,000. The Committee agreed that this would not be cost effective. Public liability insurance for Little Bell Hall pool was discussed. The Council's insurers had said that a risk assessment and measures to implement any recommendations were necessary for insurance cover to be provided. The Clerk was asked to explore this further.

The Committee considered a completed risk assessment for the Council's activities. Members were generally content, but instructed the Clerk to buy a hard drive to store backups of the Council's electronic records.

**134/11 Parish Council dinner**

The Committee agreed the arrangements for a dinner on 9<sup>th</sup> May to mark the end of the current Council's four year term. Councillors Cherry and Westley plus their wives should be invited as the Council's guests to acknowledge their long service to the Council and the parish. The Clerk and her husband should also be invited as the Council's guests.

The meeting closed at 9.30 pm.

Signed.....Chairman