

Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 20th June 2016 in the Jubilee Room Belbroughton Recreation Centre

Present: Councillors: J Bradley, A Hood, P Margetts, R Morgan, G Parsons and, D Roberts.
In attendance: John Farrell (Clerk). 1 member of the public.

196/16 Apologies - Apologies were received and accepted from Cllrs. Mabbett, Nock and, Scurrall.

197/16 Declarations of interest: None. **198/16 Dispensations.** None requested.

199/16 Minutes of previous meeting

The minutes of the meeting on 16th May 2016 were approved. The Chairman signed the minute book.

200/16 Bank reconciliation

The bank reconciliation for the Council's operational bank account had been agreed by Cllr. Nock prior to the meeting however he was not able to be present at the meeting and the Chairman signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Bradley would carry out the next monthly reconciliation processes at the July Finance Committee meeting.

201/16 Accounts for Payment

The clerk circulated the list of items for payment in June totalling £8,501 and detailed the transactions involved. These included the maintenance grants to Belbroughton Church Hall Management £730.00, Belbroughton Parochial Church Council £2,200, Belbroughton Recreation Centre £1,155 and Fairfield Village Hall £730.

The clerks salary which is contracted to the terms of the National Association of Local Councils scheme is subject to a 1% increase – effective from 1/4/2016.

The Committee agreed to a one year subscription renewal payment of £50 to Community First. The payments were authorised by the Committee and Cllrs. Morgan and Hood signed the cheques.

202/16 Income and Expenditure

The Committee noted the first quarter's income and expenditure position.

1/4/2016 - 30/6/2016

	<u>Apr - Jun 16</u>	<u>Qtr. Budget</u>	<u>£ Over Budget</u>	<u>% of Qtr.Budget</u>
Ordinary Income/Expense				
Income				
CT Support Grant	1,311.00	500.00	811.00	262.2%
Lengthsman Scheme	0.00	800.00	(800.00)	0.0%
Meeting Room Rent	249.99	250.00	(0.01)	100.0%
Precept (Council Tax)	<u>30,000.00</u>	<u>30,000.0</u>	<u>0.00</u>	<u>100.0%</u>
Total Income	<u>31,560.99</u>	<u>31,550.0</u>	<u>10.99</u>	<u>100.04%</u>
Gross Surplus	31,560.99	31,550.0	10.99	100.04%
Expense				
Administration	939.20	1,345.85	(406.65)	69.79%
Clerk's salary	4,297.63	4,097.00	200.63	104.9%
Communication	950.02	750.00	200.02	126.67%
Contingency	0.00	3,180.00	(3,180.00)	0.0%
Councillors expenses	21.60	150.06	(128.46)	14.39%
Footway Lighting	99.86	40.00	59.86	249.65%
Legal and Professional	0.00	125.00	(125.00)	0.0%

Maintenance	125.00	150.00	(25.00)	83.33%
Maintenance Grants	4,815.00	4,815.00	0.00	100.0%
Meeting Room	0.00	90.00	(90.00)	0.0%
Open Spaces & Footpaths	4,109.29	4,474.00	(364.71)	91.85%
Section 137 Expense	<u>167.00</u>	<u>175.00</u>	<u>(8.00)</u>	<u>95.43%</u>
Total Expense	<u>15,524.60</u>	<u>19,391.9</u>	<u>(3,867.31)</u>	<u>80.06%</u>
Net Ordinary Income	16,036.39	12,158.0	3,878.30	131.9%
Other Income/Expense				
Other Income from Assets				
Agriculture Holdings FBT Rents (due 1/7/16)	0.00	1,823.69	(1,823.69)	0.0%
F'ield Villa F C Rent	632.73	601.81	30.92	105.14%
Investment Income	406.04	497.00	(90.96)	81.7%
Other Income				
Parish Meeting Room Rent	<u>1,187.52</u>	<u>1,187.52</u>	<u>0.00</u>	<u>100.0%</u>
Total Other Income	<u>1,187.52</u>	<u>1,187.52</u>	<u>0.00</u>	<u>100.0%</u>
Wayleaves	<u>35.02</u>	<u>0.00</u>	<u>35.02</u>	<u>100.0%</u>
Total Other Income	2,261.31	4,110.02	(1,848.71)	55.02%
Other Expense				
Clerk 25% allocation	1,425.00	1,362.20	62.80	104.61%
Parish Project Expenditure	<u>863.55</u>	<u>2,000.00</u>	<u>(1,136.45)</u>	<u>43.18%</u>
Total Other Expense	<u>2,288.55</u>	<u>3,362.20</u>	<u>(1,073.65)</u>	<u>68.07%</u>
Net Other Income	<u>(27.24)</u>	<u>747.82</u>	<u>(775.06)</u>	<u>(3.64%)</u>
Surplus for the quarter	<u>16,009.15</u>	<u>12,905.</u>	<u>3,103.24</u>	<u>124.05%</u>

203/16 Investments

The Committee agreed to invest £25,000 with the Hampshire Trust Bank for a two year fixed term at the quoted rate available of 1.65%. The bank is part of the Financial Services Compensation Scheme.

204/16 Parish Room Belbroughton

a. The Committee noted that the tenant's arrears had been significantly reduced with a payment of £1,720 leaving an overdue sum of £300. The tenant was due to meet Cllrs. Roberts and Bradley and the clerk on 30th June which was the last day of the lease when an assessment of dilapidations would take place leading to an assessment on the return of the tenant's rent deposit.

b. The Committee noted that the Council awaits, from the land agent, the business plans from the applicants for the new lease. Once received the 'Working Group' will be able to assess in detail the applicants and make its recommendations to the Committee.

205/16 Asset Register

The Committee noted the updated Council Asset Register which now included the defibrillator donated from the Belbroughton Scarecrow Committee.

206/16 Risk Management and Assessment Schedules

The Committee agreed that Cllrs. Bradley and Morgan would review these and report back to Council.

207/16 Maintenance Work

Cllr. Margetts advised that the concrete bench on Hartle Lane was now in a dangerous state and should be removed. This had been confirmed by the lengthsman and the clerk was asked to seek WCC or BDC assistance in having the structure removed.

Cllr. Parsons advised of a faulty drain cover in the footway on Stourbridge Rd.

Action: the clerk would refer to the County Council for attention.

Cllr. Roberts advised of the problems at the Parish Council owned site at Little Bell Hall Pool where a sink hole approximately 1.5 metres deep had appeared, on the dam structure adjacent to the sluice gate, on Friday 17th June. There had been significant rainfall in the prior days.

The Committee agreed a motion to discuss the matter and consider urgent actions to address health and safety concerns.

The Committee noted that the clerk had notified the Environment Agency, BDC and WCC all of whom noted the situation and advised the Council to quickly seek specialist assistance. The area had been taped off by Cllr. Roberts and subsequently additionally fenced off by the Lengthsman. The surveying engineer whom had been involved with previous assessments of the site had been contacted and was available to conduct a further urgent review the following Wednesday.

The Committee considered the appointment of the surveying engineer and agreed by a vote of 4 in favour to 2 against to appoint a Mr M D Collins at his quoted fee of £750.00.

Action: the clerk to instruct the surveyor.

208/16 Other Finance Business

None.

The Meeting closed at 9.25 p.m.

Signed.....Chairman