

## **Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 12<sup>th</sup> December 2016 at the Fairfield First School.**

Present: Councillors: A Mabbett Chairman, J Bradley, A Hood, G Ingram, P Margetts, R Morgan, S Nock and, C Scurrrell. 0 members of the public.

**404/16 Apologies** - None.

**405/16 Declarations of interest:** None. **406/16 Dispensations.** None requested.

### **407/16 Minutes of previous meeting**

The minutes of the meeting of 21<sup>st</sup> November 2016 were approved and signed by the Chairman.

### **408/16 Bank reconciliation**

The bank reconciliation for the Council's operational bank account was agreed by Cllr. Hood and he duly signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Morgan would carry out the reconciliation procedures at the January Finance Committee.

### **409/16 Accounts for Payment**

The clerk circulated the list of items for payment in December totalling £7,166.00. The payments were authorised by the Committee and Cllrs. Scurrrell and Bradley agreed to sign the cheques.

### **410/16 Parish Room, Belbroughton**

The Committee noted that the completion of the lease was progressing. The Committee agreed that the Council would be responsible for the outward facing hedges on the site boundary as was now requested by the tenant. The planning application for change of use submitted by the new tenant had not yet been decided by the District Council whose planning officer was to visit the premises on 15<sup>th</sup> December. The decision was expected very shortly after that date.

### **411/16 Dog Waste bins**

The Committee noted that the contractor who emptied the bins had advised the council that he was retiring from 31<sup>st</sup> March 2017. The Committee agreed that a quote for this service should be obtained from the District Council.

**Action:** the clerk to progress.

### **412/16 Council Budget 2017/18**

- a. Following consideration of the draft budget at the 5<sup>th</sup> December Council which was deferred for further assessment, the Committee recommended that there should be a further allocation for 'Lengthsman' type duties of £2,500. In addition a £1,000 sum would be added to the legal and professional fees to cover expected work involved with consultation on whether a Neighbourhood Plan should be progressed. An allocation of £400 would be made for hedge cutting at the Meeting Room Belbroughton, this though would be a cost against the rental Income and thus not impact on the Precept funded expenses. The contingency fund would be increased by £1,500. Other potential expenditures were discussed but with no precise figures available for these they would need to be considered during the next financial year on a case by case basis potentially utilising the contingency line, the capital reserves or combination of these.
- b. The draft budget would be re-worked by the clerk following the above adjustments and recommended to the full Council for consideration in January.
- c. The Committee recommended an increase of £5,000 in the Precept to £65,000 for the next financial year.

The committee agreed that in future work on the annual budgeting process should commence earlier with the setting up of the Working Group at the September Finance Committee.

**413/16 Maintenance Work**

The Chairman advised that routine works can be e mailed to the clerk for action.

Cllr. Margetts requested that a map of the gullies in the parish area is obtained from the County Council Highways dept. in order that problem areas could be more easily identified and actions by the Lengthsman or County Council.

**Action:** Clerk to enquire of WCC.

Cllr. Margets requested that the tree consultant be contacted to comment on whether the tree in Ram Ally assessed in the report for felling due to disease could remain in place but be cut down to a height of a couple of metres.

**Action:** clerk to enquire.

Cllr. Scurrrell requested that the 'Yew Tree Lane' road sign at its Bournheath Road junction was repainted. The Committee approved the request.

**Action:** Clerk to instruct James Callaghan.

**There was no other Finance Business and the Meeting closed at 9.35 p.m.**

Signed.....Chairman