

**Draft**

**Minutes of the meeting of the Belbroughton Parish Council Finance Committee held in the Meeting Room Belbroughton on Monday 21<sup>st</sup> February 2011**

**Present:** Cllrs K Green (Chair), J Kitson, I Hadley, T Jones, P Shotton and C Scurrrell,  
In attendance: Mrs C Limm, Clerk.

**057/11 Apologies**

Apologies were received and accepted from Cllr Bradley.

**058/11 Declarations of Interest**

No interests were declared on this occasion.

**059/11 Minutes of the Previous Meeting**

Cllr Kitson suggested that the item about contracts (ref. 034/11) should mention that Mr John Penlington was willing to get involved in the management of the Belbroughton website. With this amendment the Minutes of the meeting on 24<sup>th</sup> January were agreed and the Minute book signed by the Chairman.

**060/11 Bank reconciliations**

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

**061/11 Income and Expenditure**

The Clerk circulated a note of income and expenditure to date and a budget update showing projected income and spending to the end of the financial year. Taking account of current plans and commitments Ordinary income and spending looked on course to have an underspend of up to £4,000 arising because of lower than anticipated spending on maintenance, open spaces, and contingency items. Spending on parish projects was likely to be well below budget provision of £10,000 with only £600 spent so far and another £2,500 agreed in principle for play equipment at Fairfield Recreation Ground.

**062/11 Accounts for Payment**

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

**063/11 Fairfield Recreation Ground**

The Clerk had obtained two quotes for resurfacing work on Fairfield Recreation Ground car park. Both contractors were recommended by Worcester County Council. The quotes were £2,100 and £2,440 but the details specified were slightly different- in particular the more expensive quote allowed for a wider and deeper strip of new tarmac round the edge of the car park. This expenditure had not been provided for in the budget- but there was sufficient likely underspend on the ordinary account to cover this work. The Committee agreed in principle to recommend to the Council that this work should be done, but asked the Clerk to seek further advice from the County engineer about which specification would be appropriate.

Worcestershire County Council had asked the Parish Council's agreement to move a small length of hedge on the access road next to the school. Cllr Ince and the Clerk had visited the

site and considered that this was acceptable- only a short length of hedge was involved and the fence would be moved only towards the centre of the current hedge. The Committee agreed to this request with the proviso that if this section of hedge subsequently died than the County Council should replace it.

#### **064/11 Investment Strategy**

A revised draft of the Council's investment policy and strategy had been produced by Cllr Kitson. This update was necessary both to reflect recent central Government guidance and the changes in its approach to investments that had been agreed by the Parish Council. The revised draft would need to be approved by the full Council. The Committee discussed the first two sections of the draft and agreed a number of amendments. It was agreed to defer discussion of the last section until the next Finance meeting.

#### **065/11 Street lights**

The WCC lighting engineer had sent a report on the improvements need to the pole bracket lights – most of which were currently attached to electricity or telegraph poles. New lamps would need to be fitted to new poles and their exact locations agreed. Cllrs Kitson and Jones agreed to meet the lighting engineer with the Clerk to discuss whether all the lamps were still required and to consider suitable locations for replacement lamps.

#### **066/11 Internal Audit**

The Committee agreed to re-appoint John Benner as the Council's internal auditor for the 2010/11 Accounts. The Clerk circulated a copy of the audit schedule and report for the previous year and asked Committee members to consider any additional requirements for the 2010/11 audit for discussion at the next Finance meeting.

#### **067/11 Council Grass Cutting Contracts**

The Council's grass cutting contracts had been let for three years with the 2011/12 season being the last year of the contract. An annual price increase had been built into the contracts subject to discussion and agreement before the start of each season. Keith Basketfield for Contract 1 had indicated that the price he had quoted for year 3 would stand, but he reserved the option to approach the Council to discuss a further increase if fuel prices rose substantially before the end of the season. The price for Contract 1 was increasing by 2.9% on the 2010/11 season. Done Mowing for Contract 2 had suggested a larger increase, but the Committee agreed to offer an increase of 2.9% in line with Contract 1.

#### **068/11 Other Finance business**

The Clerk said that the Council's usual tree surgeon was not able to do the agreed work at Sylvesters Corner so she was seeking quotes from other contractors. This would be on the agenda for the next Council meeting.

The meeting closed at 9.05 pm.

Signed.....Chairman