

**Minutes of the meeting of Belbroughton Parish Council Finance Committee held on 21st July 2014 in the Jubilee Room Belbroughton Recreation Centre.**

**Present:** Councillors J Bradley, C Scurrrell, I Dalziel, K Green, T Jones, R Morgan, S Pawley & D Roberts.  
In attendance: John Farrell (Clerk).  
One member of the public attended.

**263/14 Apologies**

Apologies were received and accepted from Cllrs. Mabbett and Shotton.

**264/14 Welcome**

The Chairman welcomed Cllr. Sue Pawley to her first Committee meeting and introduced fellow councillors.

**265/14 Declarations of interest.** No interests were declared.

**266/14 Dispensations.** None were requested.

**267/14 Minutes of previous meeting**

The Minutes of the meeting on 16<sup>th</sup> June 2014 were approved.

**268/14 Bank reconciliation:**

The bank reconciliation for the Council's operational bank account was noted. Cllr. Bradley signing the bank statements and Quickbooks reconciliation prints.

**269/14 Accounts for Payment**

The clerk circulated items for payment in July. Committee noted specifically: the Maintenance Grants for Belbroughton Parochial Church Council £1,980, Belbroughton Recreation Centre £1100, Belbroughton Church Hall £660 and Fairfield Village Hall £660 and the Minor Grant for Belbroughton Fun Dog Show £200 and the Capital Grant to the Belbroughton Tennis Club which was from the allocation agreed from 2013/14. The Committee authorised all payments and Cllrs. Jones and Scurrrell would sign the cheques.

**270/14 Capital Grants**

The Committee agreed that the Grants Review Working Group – Cllrs. Dalziel, Morgan, Scurrrell and Mabbett - would meet 8<sup>th</sup> September to consider further Capital Grant applications following Council's approval of extending the expiry date for applications to 31<sup>st</sup> August. The group would report its recommendations to the Finance Committee meeting on 15<sup>th</sup> September.

**271/14 Parish Meeting Room Belbroughton**

The Committee agreed to discuss this item in open meeting. The Committee was advised by the clerk of the terms of the lease for the remaining 2 years. This meant an increase in the rental payment and the rent deposit. The Committee asked the clerk to write to the tenant reminding her of the terms of the lease. Should the tenant request a period of time to increase the rent deposit then the clerk was asked to inform her that this should be achieved by 1<sup>st</sup> November 2014.

### **272/14 Investments**

Following delegation of the decision from Council 7<sup>th</sup> July as to the precise investment institution to use for the investment of £45,000 the Committee agreed to the opening of a 95 days notice account with Cambridge and Counties Bank for £25,000 and a one year term deposit account with Julian Hodge Bank for £20,000.

Cllrs. Bradley, Roberts, Jones and Scurrall would be signatures on behalf of the Council for the Julian Hodge Bank a/c. The existing signatories to the Cambridge and Counties Bank would apply for that new account. The clerk was asked to proceed with the formalities.

### **273/14 Village Spending**

Committee noted the report that had been circulated by the clerk which illustrated the spread of expenditure between Belbroughton and Fairfield. It also recommended that full Council considers at an early future meeting the definition of discretionary and non-discretionary expenditures.

The Committee recommended that Council considers the definition of 'to note' on agenda items in respect of what level of discussion should ensue.

Cllr.Green requested that councillors should use temperate voice tones when conversing in meetings.

### **274/14 Financial Regulations**

The Committee noted that new Financial Regulations were recommended by NALC for adoption by Parish Councils. These could be amended to meet individual Council requirements. A Working Group of Cllrs. Bradley, Jones and Mabbett together with the clerk would review the new guidelines and aim to recommend a new set of regulations to the next Finance Committee.

### **275/14 Risk Assessments**

The clerk had circulated an amended Risk Management Schedule. The Committee formed a working group of Cllrs. Roberts, Palmer and Pawley to assess this new schedule and also to refresh the Council Risk Assessment Schedule. However, this group could be added to by further councillors who were not present at the meeting. The existing Risk Management and Risk Assessment schedules were agreed as currently acceptable. Cllr. Roberts advised that at the recent insurance brokers visit 15<sup>th</sup> July the Council's appreciation of risk and systems in place were commended.

Committee recommended increasing the inspections at The Spinney, Fairfield to weekly and the clerk was asked to contact Bernard Edwards to assess if he would undertake this role.

**276/14 Local Councils Explained**

Committee agreed to the purchase of two copies of the book. One to be retained by the clerk and one made available to councillors.

**277/14 Maintenance Work**

The clerk was requested to circulate to councillors the council standard letter template for writing to residents requesting that trees / hedges required trimming. Councillors may send these out suitably addressed under an e mail advice of doing so to the clerk.

**278/14 Any other Financial Business**

Cllr. Roberts informed the Committee of his attendance at a meeting at BDC regarding the New Homes Bonus. Whilst formal notes of the meeting will come from BDC he advised that the District Council required the bulk of the funds from this source to ensure council taxes were not increased. However it may be possible to allocate 10% to 15% of these funds to local areas.

The meeting closed at 9.15 pm.

Signed.....Chairman