

Minutes of the meeting of Belbroughton Parish Council Finance Committee held on 15th June 2015 in the Jubilee Room Belbroughton Recreation Centre.

Present: Councillors J Bradley (Chair), A Hood, P Margetts, J McFarling, Dr R Morgan, D Roberts, and C Scurrrell
In attendance: John Farrell (Clerk). 0 members of the public.

224/15 Apologies - Apologies were received and accepted from Cllrs. A Mabbett & G Parsons.

225/15 Declarations of interest. No interests were declared.

226/15 Dispensations. None were requested.

227/15 Minutes of previous meeting

The minutes of the meeting on 26th May 2015 were approved, and the Chairman signed the minute book.

228/15 Bank reconciliation

The bank reconciliation for the Council's operational bank account was noted. Cllr. Margetts signed the bank statements and the 'Quickbooks' reconciliation prints. In accordance with the Council Financial Regulations – rotating this role – Cllr. McFarling would carry out the reconciliation processes next month.

229/15 Accounts for Payment

The clerk circulated the list of items for payment in May totalling £3,264 and detailed the transactions involved. The payments were authorised by the Committee and Cllrs. Bradley and Scurrrell signed the cheques. The Committee agreed to add two new names to the signing mandate.

Action: The clerk was asked to arrange for Cllrs. McFarling and Roberts to be added to the HSBC bank account mandate.

230/15 Income and Expenditure

The clerk informed the committee of the position for the first quarter of the financial year – advising that there were no further payments due out this month and excepting the issuing of the Farm Business Tenancy invoices at the end of June totalling £1,824 no further receipts were due.

The Council had received the tax benefit support grant £2,849 from BDC which was not in the budget since when setting the budget last November there was no certainty over its payment. The actual position against the budget was noted by the Committee acknowledging that many outgoings did not occur during the first quarter – notably grants and footway lighting and thus there was a significant surplus at this stage.

4:15 PM

16/06/15

Accrual Basis

Belbroughton Parish Council
Profit & Loss Budget vs. Actual
 April 2015 through March 2016

	Apr '15 - Mar...	Budget	£ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CT Support Grant	2,849.00			
Lengthsman Scheme	0.00	3,150.00	(3,150.00)	0.0%
Meeting Room Rent (17.3...	249.99	1,000.00	(750.01)	25.0%
Precept (Council Tax)	32,500.00	65,000.00	(32,500.00)	50.0%
VAT refund	0.00			
Total Income	35,598.99	69,150.00	(33,551.01)	51.5%
Gross Profit	35,598.99	69,150.00	(33,551.01)	51.5%
Expense				
Administration	1,041.99	5,325.00	(4,283.01)	19.6%
Clerk's salary	3,915.24	15,585.00	(11,669.76)	25.1%
Communication	730.39	1,845.00	(1,114.61)	39.6%
Contingency	0.00	12,750.00	(12,750.00)	0.0%
Councillors expenses	27.00	700.00	(673.00)	3.9%
Election Costs	0.00	1,800.00	(1,800.00)	0.0%
Footway Lighting	0.00	7,600.00	(7,600.00)	0.0%
Legal and Professional	0.00	500.00	(500.00)	0.0%
Maintenance	0.00	950.00	(950.00)	0.0%
Maintenance Grants	0.00	4,625.00	(4,625.00)	0.0%
Meeting Room	0.00	180.00	(180.00)	0.0%
Open Spaces & Footpaths	3,336.11	14,850.00	(11,513.89)	22.5%
Section 137 Expense	120.00	663.00	(543.00)	18.1%
Total Expense	9,170.73	67,373.00	(58,202.27)	13.6%
Net Ordinary Income	26,428.26	1,777.00	24,651.26	1,487.2%
Other Income/Expense				
Other Income				
Agriculture Holdings FBT ...	0.00	7,294.76	(7,294.76)	0.0%
F'field Villa F C Rent	625.86	2,500.00	(1,874.14)	25.0%
Investment Income	410.19	2,000.00	(1,589.81)	20.5%
Other Income	1,187.52	4,750.00	(3,562.48)	25.0%
Wayleaves	35.02	445.00	(409.98)	7.9%
Total Other Income	2,258.59	16,989.76	(14,731.17)	13.3%
Other Expense				
Clerk 25% allocation	1,305.09	5,195.00	(3,889.91)	25.1%
Grants to Parish Bodies	1,150.00	5,000.00	(3,850.00)	23.0%
Minor Grants	0.00	1,000.00	(1,000.00)	0.0%
Parish Project Expenditure	0.00	4,000.00	(4,000.00)	0.0%
Total Other Expense	2,455.09	15,195.00	(12,739.91)	16.2%
Net Other Income	(196.50)	1,794.76	(1,991.26)	(10.9)%
Profit for the Year	26,231.76	3,571.76	22,660.00	734.4%

231/15 Quickbooks Software update

The Committee agreed the purchase of a software upgrade costing £150. The present system had not been updated since its original uploading. The upgrade would also ensure that there was a suitable helpdesk and back up support from 'Quickbooks' but retaining all prior records.

Action: the clerk was requested to arrange the upgrade via Mr John Benner the internal auditor.

232/15 Legal Fees – The Green Belbroughton

The Committee noted that while the Council's lawyers had invoiced the Developer for the fees due in connection with the setting up of the agreement with the council those fees were yet to be paid. The Committee was aware that these fees were due from the Developer under the Heads of Terms signed earlier this year. It would continue to take the advice from the solicitors on this issue and would not expect there to be any change to the 'Terms' in respect of the fees.

233/15 Maintenance Work

Cllr. Scurrrell requested that weeds are treated adjacent to the brickwork against the footway at the Stourbridge Rd / Bournheath Rd roundabout.

Action: the clerk will instruct the Lengthsman.

Cllr. Margetts requested that the bollards along the High St in Belbroughton are repaired / replaced as needed, these would require to be in accordance with the conservation officer's agreement.

Action: the clerk to contact W.C.C. Highways.

Cllr. Margetts requested that weed growth was removed from the footway on Hartle Lane from the Old Lodge Bell Hall to the Mearse Lane junction.

Action: the clerk to instruct the Lengthsman.

Cllr. Roberts wished to record the excellent work carried out by the Lengthsman at Holy Cross Lane.

Action: the clerk to inform the Lengthsman.

Cllr. Roberts requested that weeds were treated on the High St Belbroughton from the shop down to 'The Club'.

Action: the clerk to instruct the Lengthsman.

Cllr. McFarling advised that the 2 bus shelters in Fairfield required re-staining.

Action: He would source costings and bring back to a future Committee.

234/15 There was no other Finance Business and the meeting was closed at 9.40 p.m.

Signed.....Chairman