

## **Minutes of the meeting of Belbroughton Parish Council Finance Committee held on 21<sup>st</sup> September 2015 in the Tennis Club Room Belbroughton Recreation Centre.**

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

**308/15** The clerk advised the members that the venue for the meeting had been moved, at the last minute, to an adjacent room at the Belbroughton Recreation Centre due to the unavailability of the Jubilee Room which was undergoing emergency refurbishment works to the toilets.

**309/15 Apologies** - Apologies were received and accepted from Cllrs. J McFarling and G Parsons.

**310/15 Declarations of interest.** Other Disclosable Interests were declared by Cllrs. Bradley and Roberts in relation to agenda item 11 should this involve the discussion of the use of Independent Financial Advisors and specifically a Mr Mark Pritchard an I.F.A. with whom they had a relationship with.

**311/15 Dispensations.** Written dispensation requests had been received by the clerk from Cllrs. Bradley and Roberts in relation to agenda item 11 seeking Council approval to remain in the meeting and be allowed to speak but not to vote. Council approved the dispensation requests and further approved that the said cllrs. would also be allowed to take part in any vote that may be required.

### **312/15 Minutes of previous meeting**

The minutes of the meeting on 20th July 2015 were approved, and the Chairman signed the minute book.

### **313/15 Bank reconciliation**

The bank reconciliation for the Council's operational bank account was noted. Cllr. Morgan signed the bank statements and the 'Quickbooks' reconciliation prints. In accordance with the Council Financial Regulations – rotating this role – Cllr. Hood would carry out the reconciliation processes at the October Finance Committee meeting.

### **314/15 Accounts for Payment**

The Committee noted the August payments made totalling £8,183 which had been previously authorised under minute 267/15. The clerk circulated the list of items for payment in September totalling £7,521 and detailed the transactions involved. The payments were authorised by the Committee and Cllrs. Roberts and Scurrall signed the cheques.

### **315/15 Fairfield Villa F.C. Annual Rental review**

The Committee noted the Retail Prices Index for the year to August 2015 of 1.1% increase which under the terms of the lease to the football club would result in the rental increasing to £210.91 per month.  
**Action:** the clerk was asked to write to the tenant informing of the change in rental.

### **316/15 Parish Room Belbroughton**

The Committee noted both the current and history of arrears in rental payments and, the reminders sent to the tenant by the clerk but deferred taking any further action until discussing at the Council meeting on 5<sup>th</sup> October 2015.

### **317/15 Digital Media**

The Committee approved the attendance of a Cllr. at the S.L.C.C. all day course on 23<sup>rd</sup> September to enhance the Council's knowledge of the application of digital media in council communications. The cost of £145 was agreed.

### **318/15 Financial Strategy**

The Committee discussed at length the council's Financial and Investment strategy and recommended that the existing strategy was largely retained but with minor amendments:-

**Section A** – para 5i – to note that part only of the parish meeting room rent receipts would be treated as 'Ordinary income' to a level that reflected the costs of hiring rooms for meetings.

para 5ii – to note that the clerk salary costs would be split 75-25 in respect of Ordinary and Other expenditure since this represented a truer spread of the clerks time.

**Section B** – para 6 – a rewording to properly identify the Capital Fund.

para 11 – a rewording to include that it should be 'desirable' to replace any capital used.

**Section C** - Clarify that this relates to the 'Liquid' assets of the Council.

Para 13d amend in the light of new Government regulations that now provide protection under the Financial Services Compensation Scheme.

**Action:** the clerk to insert the amendments and produce the document for Council 5<sup>th</sup> October consideration.

### **319/15 Investec**

The Committee noted that this five year investment had now matured and that the resulting proceeds would be circa £65,000 and the payment should be received during the next few days. The Committee deferred making any immediate reinvestment decision and recommended that a minimum of two quotations were sought from Independent Financial Advisors for their services to review the Council portfolio of investments.

**Action:** the clerk and members of the Committee would seek quotations, aiming to have these ready for consideration by Council 5<sup>th</sup> October.

### **320/15 Maintenance Work**

Cllr. Mabbett requested that the area surrounding the recent installation of the road name sign at Brook Rd Fairfield was made good.

**Action:** the clerk to contact BDC to request the work.

Cllr. Roberts requested that the trees now almost covering areas of Holy Cross Lane, south of the Yew Tree lane junction Belbroughton are reduced. **Action:** the clerk to contact WCC to request the work.

Cllr. Margetts requested that tree works are also carried out by either the owner or the WCC at Springfield House Dark Lane Belbroughton since the growth there was now such that it impinged on both the footway and highway.

**Action:** the clerk to contact owners and WCC to request the work.

### **321/15 Any other Financial Business.**

Cllr Hood suggested that the room conditions at the Barton Room, Fairfield Village Hall required assessing, since there had been a large degree of intrusive noise from the main hall during previous council and committee meetings held there.

**Action:** clerk to place on a future Council agenda the consideration of actions to address the issue.

**Meeting closed at 9.45 p.m.**

Signed.....Chairman