

Minutes of the meeting of Belbroughton Parish Council Finance Committee held on 18th January 2016 in the Jubilee Room Belbroughton Recreation Centre.

Present: Councillors J Bradley (Chair), A Mabbett, P Margetts, Dr R Morgan and, C Scurrall.
In attendance: John Farrell (Clerk). No members of the public.

020/16 Apologies - Apologies were received from Cllrs. A Hood, J McFarling, G Parsons and, D Roberts

021/16 Declarations of interest: None.

022/16 Dispensations. None requested.

023/16 Minutes of previous meeting

The minutes of the meeting on 14th December 2015 were approved, the Chairman signed the minute book.

024/16 Bank reconciliation

The bank reconciliation for the Council's operational bank account was noted and Cllr. Morgan signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Bradley would carry out the next monthly reconciliation processes at the February Finance Committee meeting.

025/16 Accounts for Payment

The clerk circulated the list of items for payment in January totalling £4,055 and detailed the transactions involved. The payments were authorised by the Committee and Cllrs. Morgan and Scurrall signed the cheques.

026/16 Income and expenditure

The Committee noted the current position which covered 10 months of the financial year.

The Precept funded activities showed a present surplus of £22,320. During the final 2 months of the year the annual lighting bill of circa £5,000 will be due and along with 'business as usual' activity until 31st March this will reduce but the annual surplus was still expected to end ahead of the budget figure of £1,777.

The separately funded 'Other' activities, where income is sourced from Parish Council assets showed a surplus of £19,918 primarily due to the surplus receipts from a maturing five year investment. There remained funds to be drawn under agreed parish grants and parish projects that would reduce this surplus.

April 2015 through January 2016

	Apr '15 - Jan...	Budget	£ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
CT Support Grant	2,849.00			
Lengthsman Scheme	1,207.68	2,355.00	(1,147.32)	51.3%
Meeting Room Rent (17.3...	833.30	833.34	(0.04)	100.0%
Precept (Council Tax)	65,000.00	65,000.00	0.00	100.0%
VAT refund	0.00			
Total Income	69,889.98	68,188.34	1,701.64	102.5%
Gross Profit	69,889.98	68,188.34	1,701.64	102.5%
Expense				
Administration	3,941.66	4,708.34	(766.68)	83.7%
Clerk's salary	13,275.25	12,987.52	287.73	102.2%
Communication	1,251.02	1,586.68	(335.66)	78.8%
Contingency	10,000.00	12,291.68	(2,291.68)	81.4%
Councillors expenses	177.40	583.36	(405.96)	30.4%
Election Costs	151.25	1,800.00	(1,648.75)	8.4%
Footway Lighting	1,419.19	7,450.00	(6,030.81)	19.0%
Legal and Professional	35.00	375.00	(340.00)	9.3%
Maintenance	697.49	850.00	(152.51)	82.1%
Maintenance Grants	4,625.00	4,625.00	0.00	100.0%
Meeting Room	90.00	180.00	(90.00)	50.0%
Open Spaces & Footpaths	11,342.78	12,725.04	(1,382.26)	89.1%
Section 137 Expense	563.00	663.00	(100.00)	84.9%
Total Expense	47,569.04	60,825.62	(13,256.58)	78.2%
Net Ordinary Income	22,320.94	7,362.72	14,958.22	303.2%
Other Income/Expense				
Other Income				
Agriculture Holdings FBT ...	5,471.07	5,471.07	0.00	100.0%
F'field Villa F C Rent	2,095.36	2,083.30	12.06	100.6%
Investment Income	17,135.01	1,666.68	15,468.33	1,028.1%
Other Income	3,958.40	3,958.34	0.06	100.0%
Ward Members Funds	577.00			
Wayleaves	511.43	445.00	66.43	114.9%
Total Other Income	29,748.27	13,624.39	16,123.88	218.3%
Other Expense				
Clerk 25% allocation	4,425.15	4,329.18	95.97	102.2%
Grants to Parish Bodies	2,311.00	5,000.00	(2,689.00)	46.2%
Minor Grants	900.00	1,000.00	(100.00)	90.0%
Parish Project Expenditure	1,616.16	3,333.34	(1,717.18)	48.5%
Ward Members Funds Grants	577.00			
Total Other Expense	9,829.31	13,662.52	(3,833.21)	71.9%
Net Other Income	19,918.96	(38.13)	19,957.09	(52,239.6)%

027/16 Parish Investments

The Committee noted the comments on potential investment options received from three Independent Financial Advisors for a sum of £100,000 held in the capital reserves. Two had suggested product options and one had declined to quote since the sum involved was too low. The Committee decided not to recommend pursuing further involvement with either of the two advisors and thus their recommendations. This was because of the implied requirement to invest for a longer term than five years to achieve worthwhile but not guaranteed returns. The Council’s clear requirement to protect capital also appeared to limit the range of products available. The Committee compared the suggested returns potential and costs involved with those returns felt to be available via fixed interest rate deposits and bonds from F.S.C.S. protected institutions and recommended that a mix of one to three year investments are made directly with such institutions. The Committee however felt that the exercise undertaken to assess what the market had to offer via I.F.A.s was worthwhile, and thus honoured its continuing duty to residents to seek to achieve the best range of investments.

Action: Clerk and Cllrs. will assess available term investments for consideration by the 1st February 2016 Council.

028/16 Parish Room Belbroughton

The Committee noted the e mail received from the tenant who had acknowledged the arrears and that she was hoping to reduce these steadily over the coming weeks. Since funds had been received in recent days the Committee asked the clerk to continue to monitor the position and update the full council in February. The Committee noted that there remained just 5 months of the current lease’s term and that the Council would be considering the processes for setting up a future lease at its February meeting. The Committee recommended that as now a future tenant should undertake activities that gave genuine benefits to the local residents as well as providing a commercial return.

029/16 Internal Audit

The Committee deferred a decision on the appointment of the internal auditor, the Committee wishing to assess if there were alternatives to the previous appointee who had been carrying out the function for many years.

Action: Cllr. Bradley would contact Worcs. Calc. to seek a preferred list if such existed.

030/16 Other Financial Business

Cllr. Margetts requested that the County Council be requested to clean the Dordale Rd. between Bradford House and Waystone Lane.

Cllr. Bradley felt that better planting should be put in place on the entrance to Belbroughton on Hartle Lane.

The Meeting closed at 9.10 p.m.

Signed.....Chairman