

Barnt Green Parish Council

Minutes of the Resources Committee meeting held at 7.00pm on Wednesday 9 July 2014 in the Parish Council office at 80 Hewell Road, Barnt Green

Present: Cllrs Rosemary Briggs, Kaye Elderton, Charles Hotham, John Jagger and Susan Whitehand

In attendance: The Executive Officer

Apologies: Cllr Edwin Gumbley

1/14	Election of Chairman It was proposed by Cllr Hotham, seconded by Cllr Whitehand and agreed unanimously that Cllr John Jagger be elected as Chairman.
2/14	Apologies Apologies and reasons for absence were received and accepted.
3/14	Declarations of Interest The requirement to keep the Register of Interests was noted. Parish Council dispensations dated 26 November 2012 apply. No other interests were declared by Parish Council Members. No dispensations were sought.
4/14	Minutes The minutes of the Resources Committee meeting date 19 March 2014 were agreed a correct record and signed.
	No Parishioners attended the meeting
5/14	Resources
5/14a	Cllrs noted the reports of the internal and external auditor for the financial year ending 31 March 2014 (Enclosures A and B) and thanked the Executive Officer for his work.
5/14b	It was proposed by Cllr Jagger, seconded by Cllr Elderton and agreed that Diane Malley be invited to be Barnt Green Parish Council's internal auditor for the financial year ending 31 March 2015 subject to a maximum fee of £120.
5/14c	Cllr Briggs reported on the financial checks she had undertaken for the quarter ending 30 June 2014 and that everything had been found to be in good order.
5/14d	Cllrs received the payments and receipts report for the quarter ending 30 June 2014 (Enclosure C) noting the performance against budget and the explained variances.
5/14e	Cllr Briggs reported on her attendance at the Financial Training course provided by Worcestershire CALC and that the following points of interest had emerged: (i) the need to prepare for pension enrolment of employees; (ii) recommendations to prevent clerks having to meet Council payments from personal funds; (iii) a recommendation that Councils ensure that their internal auditor has

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	<p>professional indemnity;</p> <p>(iv) guidance that a licence to use land is exempt from VAT;</p> <p>(v) that Councils should consider securing a tax dispensation from HMRC.</p>
5/14f	It was proposed by Cllr Hotham, seconded by Cllr Elderton and agreed that the 2014/15 Parish Councillor Allowances recommended by Bromsgrove District Council's Independent Remuneration Panel (Enclosure D) be adopted.
5/14g	Cllrs noted that the lease on 80 Hewell Road was due to expire in April 2015 and asked the Executive Officer to enquire about renewal terms.
6/14	Communication and events
6/14a	Cllrs noted that the draft communications risk assessment report is near completion. It was agreed that Cllrs Elderton and Jagger meet with the Executive Officer to finalize the document prior to wider distribution and consideration at the next meeting.
6/14b	Cllrs agreed to become more active in the generation of copy for the website.
7/14	Safety
7/14a	The Executive Officer reported that weekly safety reports continue to be received and are available for inspection. The Executive Officer reported that few issues had emerged and that where matters had been highlighted appropriate action had been taken.
8/14	Staffing matters
8/14a	Cllrs referred to <i>The essential guide to automatic enrolment</i> (Enclosure E) and noted that the latest enrolment date for the Council was November 2016. It was proposed by Cllr Hotham, seconded by Cllr Jagger and agreed that the new Parish Council, elected in May 2015, should consider this issue.
9/14	<p>Councillors' reports and items for future agendas</p> <p>Councillors commented as follows:</p> <p>(i) on the need to promote the work and importance of parish councils;</p> <p>(ii) that traffic wardens seemed to be issuing fines for relatively trivial parking offences;</p> <p>(iii) that literature for the Barnt Green Circular path should be sought from the County Council for distribution locally and for publishing online;</p> <p>(iv) that use of Parish Council railings within the village for advertising be considered at a future meeting.</p>
10/14	<p>Date and venue of next meeting</p> <p>Wednesday 8 October 2014 at 7.00pm in the Parish Council office was agreed.</p>

The meeting closed at 8.36pm

Signed

8 October 2014