

**Minutes of the meeting of Belbroughton and Fairfield Parish Council Finance Committee held on 17<sup>th</sup> October 2016 at the Fairfield First School.**

**Present:** Councillors: A Mabbett Chairman, J Bradley, A Hood, P Margetts, R Morgan, S Nock, G Parsons, D Roberts and, C Scurrell.

In attendance: John Farrell (Clerk). 0 members of the public.

**325/16 Apologies** - Apologies were received and accepted from Cllr. Hood.

**326/16 Election of Vice Chairman** Cllr. S Nock was elected Vice-Chairman.

**327/16 Declarations of interest:** None. **328/16 Dispensations.** None requested.

**329/16 Minutes of previous meeting**

The minutes of the meeting on 19<sup>th</sup> September 2016 were approved. The Chairman signed the minute book.

**330/16 Bank reconciliation**

The bank reconciliation for the Council's operational bank account was agreed by Cllr. Hood and he duly signed the bank statements and the 'Quickbooks' reconciliation prints. The Committee agreed that Cllr. Roberts would carry out the reconciliation procedures at the November Finance Committee.

**331/16 Accounts for Payment**

The clerk circulated the list of items for payment in October totalling £6,750.95 and detailed the transactions involved.

The payments were authorised by the Committee and Cllrs. Scurrell and Bradley signed the cheques.

**332/16 Parish Lengthsman**

The Committee agreed a payment of £50 to the Lengthsman to assist with the costs of his spraying qualification.

The Committee also advised members to inform either the clerk or the mentors Cllrs. Margetts and Pawley of areas that would benefit from weed control.

**333/16 Little Bell Hall Pool**

The Committee noted that following receipt of the structural engineers report the working group would be meeting in due course to consider future options for the site and would report to the full council.

The Committee further noted that a fresh design for the trash screen was in hand and when available would be sent to North Worcestershire Water Management with the application form requesting the necessary consent for its installation.

The Committee further noted that following a letter of complaint from a resident of Chaddesley Corbett members of the Working Group would be visiting the resident to listen to his concerns.

**334/16 Parish Room Belbroughton**

The Committee noted that the council's solicitors were drafting the formal lease for the new tenancy. The Committee agreed that all required certifications for the premises should be obtained as legally required and as advised by the solicitor. This could include the Energy Performance Certificate and an asbestos report.

**Action:** the clerk was asked to ensure all required certificates were obtained.

**335/16 Income and Expenditure**

The Committee noted the council's first half figures:

3:07 PM

13/10/16

Accrual Basis

**Belbroughton Parish Council**  
**Profit & Loss Budget vs. Actual**  
**April through September 2016**

	Apr - Sep 16	Budget	£ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
CT Support Grant	1,311.00	500.00	811.00	262.2%
Insurance receipts	300.00			
Lengthsman Scheme	1,211.11	1,600.00	(388.89)	75.7%
Meeting Room Rent	249.99	284.00	(34.01)	88.0%
Precept (Council Tax)	30,000.00	30,000.00	0.00	100.0%
Uncategorized Income	1.17			
VAT refund	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>33,073.27</b>	<b>32,384.00</b>	<b>689.27</b>	<b>102.1%</b>
<b>Gross Profit</b>	<b>33,073.27</b>	<b>32,384.00</b>	<b>689.27</b>	<b>102.1%</b>
<b>Expense</b>				
Administration	2,397.04	3,591.58	(1,194.54)	66.7%
Clerk's salary	8,857.19	8,198.00	659.19	108.0%
<b>Communication</b>				
CALC	734.02	750.00	(15.98)	97.9%
Newsletters and Annual rep...	453.67	950.00	(496.33)	47.8%
Parish Magazine	0.00	0.00	0.00	0.0%
Website	78.00	0.00	78.00	100.0%
<b>Total Communication</b>	<b>1,265.69</b>	<b>1,700.00</b>	<b>(434.31)</b>	<b>74.5%</b>
<b>Contingency</b>				
Queens Hill Wall	2,500.00	2,500.00	0.00	100.0%
Contingency - Other	2,000.00	1,370.00	630.00	146.0%
<b>Total Contingency</b>	<b>4,500.00</b>	<b>3,870.00</b>	<b>630.00</b>	<b>116.3%</b>
Councillors expenses	36.90	325.04	(288.14)	11.4%
Election Costs	0.00	0.00	0.00	0.0%
Footway Lighting	174.37	1,330.00	(1,155.63)	13.1%
Legal and Professional	35.00	250.00	(215.00)	14.0%
Maintenance	198.15	425.00	(226.85)	46.6%
Maintenance Grants	4,815.00	4,815.00	0.00	100.0%
Meeting Room	120.00	90.00	30.00	133.3%
<b>Open Spaces &amp; Footpaths</b>				
Belbroughton green spaces	756.00	848.00	(92.00)	89.2%
Emptying Poop-a-scoop & ...	819.66	800.00	19.66	102.5%
Fairfield Green Spaces	540.00	504.00	36.00	107.1%
Footpaths Maintenance	0.00	375.00	(375.00)	0.0%
Grass Mowing	3,900.00	3,900.00	0.00	100.0%
Grit for bins	0.00	0.00	0.00	0.0%
Lengthsman	1,933.88	1,650.00	283.88	117.2%
Little Bell Hall pool	0.00	200.00	(200.00)	0.0%
Maintenance of Badgers Cop...	0.00	300.00	(300.00)	0.0%
Tree work	0.00	500.00	(500.00)	0.0%
Wayleaves	7.00			
<b>Total Open Spaces &amp; Footpaths</b>	<b>7,956.54</b>	<b>9,077.00</b>	<b>(1,120.46)</b>	<b>87.7%</b>
<b>Section 137 Expense</b>	<b>404.00</b>	<b>520.00</b>	<b>(116.00)</b>	<b>77.7%</b>
<b>Total Expense</b>	<b>30,759.88</b>	<b>34,191.62</b>	<b>(3,431.74)</b>	<b>90.0%</b>
<b>Net Ordinary Income</b>	<b>2,313.39</b>	<b>(1,807.62)</b>	<b>4,121.01</b>	<b>(128.0)%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Agriculture Holdings FBT Rents	3,647.38	3,647.38	0.00	100.0%
F'ield Villa F C Rent	1,265.46	1,234.54	30.92	102.5%
Investment Income	863.43	998.00	(134.57)	86.5%

**Belbroughton Parish Council**  
**Profit & Loss Budget vs. Actual**  
April through September 2016

	Apr - Sep 16	Budget	£ Over Budget	% of Budget
<b>Other Income</b>				
Parish Meeting Room Rent	1,187.52	1,187.52	0.00	100.0%
<b>Total Other Income</b>	1,187.52	1,187.52	0.00	100.0%
<b>Ward Members Funds</b>	0.00	0.00	0.00	0.0%
Wayleaves	35.02	420.00	(384.98)	8.3%
<b>Total Other Income</b>	6,998.81	7,487.44	(488.63)	93.5%
<b>Other Expense</b>				
Clerk 25% allocation	2,865.00	2,724.80	140.20	105.1%
Grants to Parish Bodies	0.00	0.00	0.00	0.0%
Minor Grants	800.00	1,000.00	(200.00)	80.0%
Parish Project Expenditure	863.55	3,500.00	(2,636.45)	24.7%
Ward Members Funds Grants	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	4,528.55	7,224.80	(2,696.25)	62.7%
<b>Net Other Income</b>	2,470.26	262.64	2,207.62	940.5%
<b>Profit for the Year</b>	<b>4,783.65</b>	<b>(1,544.98)</b>	<b>6,328.63</b>	<b>(309.6)%</b>

### 336/16 Investments

The Committee noted the current investments and expiry dates of cash investments and did not recommend any amendments to the Council's Financial Strategy.

#### Investments 30<sup>th</sup> Sept 2016

##### A. Cash Assets (All F.S.C.S. Protected)

Bank	£	Product	Rate
Bank of Cyprus UK Ltd	70,000	Term 3 yrs to 28/6/2019	fxd 2.05% p.a.
Cambridge and Counties Bank	46,238	30 days notice	1.50%
Cambridge and Counties Bank	25,600	95 days notice	1.80%
Hampshire Trust Bank	50,000	Term 1 yr to 24/3/2017	fxd 1.65%
Hampshire Trust Bank	25,000	Term 2 yrs to 30/6/2017	fxd 1.65% p.a.
Secure Trust Bank	20,000	Term 2 yrs to 30/6/2017	fxd 2.33% p.a.
Shawbrook Bank	40,000	Term 1 yr to 29/4/2017	fxd 1.5%
Shawbrook Bank	25,000	100 day notice	1.5%

##### B. Parish Room Hartle Lane Belbroughton – F/hold premises.

Rental income currently nil. Anticipated £6k p.a. from Dec 2016. This gross figure reduced by £1K as contribution to room hires costs for council meetings, since the room is not available for meetings.

##### C. Agricultural Land – F/hold 85.82 acres

13 FBTs rolling 12 month agreements - rental income £7,300 p.a. Ongoing, fully let (rent review effective Sept 2017 could lift to £8,582.)

##### D. Fairfield Recreation Ground – f/hold.

Part let to Fairfield Villa F.C. rental income £2,500p.a. (12 yr lease from Sept 2011 ) (Annual rent reviews based on movement of R.P.I.)

### **337/16 Fairfield Recreation Ground**

The committee noted that the annual ROSPA report on the play area had been received but had not commented adversely on the surface. The committee agreed to seek quotes for patching the areas needing some attention. This work and other items in the report should be assessed by Cllrs. Jones and Roberts who would report back on recommended actions.

Part of the perimeter fence remained to be repaired, and there was uncertainty as to whether this was the council or the neighbouring farmer's responsibility. The Committee agreed that in the short term the damaged fencing should be removed.

**Action:** Fairfield Cllrs. to again view the fence and if needed request the Lengthsman's assistance with fence removal.

### **338/16 Budget Working Group**

The Committee appointed Cllrs. Bradley, Morgan, Nock and, Scurrell to a Working Group to produce the 2016/17 budget for the Committee's consideration.

### **339/16 Village Planters**

The Committee recommended that the village gardeners should be asked to maintain the planters situated on the entrances to the villages.

**Action:** Cllr. mentors to contact the gardeners.

### **340/16 Government consultation on capping of Parish Council Precepts**

The Committee agreed to send a response to the consultation objecting to the proposals to introduce a cap on the levels of precept that could be levied.

**Action:** the clerk to respond to the consultation with appropriate comments.

### **341/16 District Council Maintenance programme**

The Committee noted that Graham Cutler from BDC would meet with the clerk and members to listen to any issues on maintenance. The Committee agreed that the prime issue was leaf collection.

### **342/16 Maintenance Work**

Cllr. Morgan advised that the telephone boxes in Madeley Rd and Quntry Lane required cleaning.

**Action:** the clerk to contact B.T.

Cllr. Hood advised that WCC Highways were looking at traffic calming measures at the Five Ways junction.

Cllr. Margetts advised that two road signs in Belbroughton in Nash Lane and Heath End Road should be repainted. The Committee agreed to request James Callaghan to carry out this work.

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

Cllr. Margetts advised that gullies between Yew Tree Lane and Dark Lane remained blocked and that the WCC maintenance works had not been carried out. He committed to obtaining photos and then liaising with the clerk to make further contact with WCC.

Cllr. Margetts advised that previous water leaks on Hartle Lane and at the allotments had not been repaired.

**Action:** the clerk to chase Severn Trent.

Cllr. Roberts advised that the poorly lit light at Yew Tree Lane remained to be replaced.

**Action:** the clerk would chase WCC

Cllr. Parsons enquired as to the provision of new notice boards in Fairfield.

**Action:** Fairfield Cllrs. to assess the needs and costs of new display boards.

**The Meeting closed at 9.30 p.m.**

Signed.....Chairman