

ALVECHURCH PARISH COUNCIL
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Clerk: Tammy Williams

MINUTES OF THE MEETING OF THE

FINANCE AND RESOURCES COMMITTEE

HELD MONDAY 27th NOVEMBER 2017 AT 7.30 PM

AT ALVECHURCH PARISH COUNCIL OFFICE, 1A GEORGE ROAD, ALVECHURCH, B48 7PB

fr17/017 Present Cllrs M Ball (Chairman), R Chima, J Cypher, A Helmore, A Humphries & T Wallis (arrived at 19.35)

In attendance Tammy Williams, Clerk

fr17/018 Apologies for Absence
None

fr17/019 Declarations Of Interest
Cllr R Chima – fr17/023d (Shared Church)
Cllr A Humphries – fr17/023d (St Laurence Churchyard)
Cllr T Wallis – fr17/021b

fr17/020 Minutes Of Previous Meeting
The Minutes from the meeting dated 31st July 2017 were reviewed, authorised and signed. It was requested that the Clerk reinstate a Clerk's Report as part of the Meeting Agenda and this should contain updates on Action Points arising from previous meetings.
ACTION POINT: The Clerk to add a Clerk's Report to the next Agenda

fr17/021 Finance And Administration in Respect of the 2017/18 Financial Year to Include:

a. To Receive a List of Invoices for Payment and Consider any Exceptional Items, as Necessary
Committee Members reviewed the invoices listed for payment and the cheque list was signed by Cllr Ball (Chair).
The Clerk advised Committee Members that she had had to pay the website domain renewal invoice as this is due every two years and had last been paid before the Clerk was in post. As a result the invoice had gone to the old address and an email had been received bringing the situation to the Clerk's attention. Cllr Wallis had looked into and confirmed that the domain was due to expire. The Clerk advises that this company does not accept cheques and so in order to reclaim the VAT on this service a Direct Debit Instruction will need to be completed. The cost for this service was queried and the Clerk will investigate this further. Cllr Humphries thanked Cllr Wallis for his work on the Parish Council's website.
ACTION POINT: The Clerk to investigate the cost of this service further.

b. To Consider Plumbing Quotations for Hopwood Community Centre
The Clerk advised that following receipt of a report from Euro Environmental on Hopwood Community Centre and Rowney Green Pavilion, there were some action points arising for the Parish Council at Hopwood Community Centre only which involved changing the electric water heaters in two of the toilets and upgrading the external water tap. In addition, the Clerk felt that the taps in the Disabled Toilet needed to be changed

to lever handle taps to make them more compliant with current legislation and also a new lever valve needed to be installed in the shower rooms. The Clerk had received three quotations as per our Financial Regulations and the Committee Members considered these. Four Councillors were in favour and two abstained (see fr17/019) to instruct Wythall Heating to install a new 10l water heater to serve the Disabled and the Ladies toilets as this was the most cost effective option; Wythall Heating would also install the new taps in the Disabled Toilets, fix the lever tap in the Shower Room and upgrade the external tap.

ACTION POINT: The Clerk to instruct Wythall Heating to undertake these works and also quote to install thermostatic valves on all taps.

c. To Consider the Quarterly Review of Expenditure Against the 2017/18 Budget

The Clerk had provided Councillors with details of the budget vs actual Receipts and Payments for Quarter 2 for all Cost Centre Codes. There was nothing noted that was of particular concern. Cllr Ball had also provided Committee Members with bar charts detailing the actual Receipts and Payments against estimated budgets and thanks were given to Cllr Ball for doing this. The Committee Members commented that this was a helpful document for ease of analysis.

ACTION POINT: The Clerk to provide the cost centre level of analysis with supporting notes as is currently carried out at future quarterly review meetings.

fr17/022

Finance and Administration in Respect of the 2018/19 Financial Year, to Include:

a. To Consider Quotations Received in Respect of an External Notice Board for the Office

The Assistant Clerk had researched costs for a noticeboard to be sited on the grass verge in front of the office. Permission had already been sought from Highways who own the grass verge and it was confirmed that Planning Permission was not required. The Assistant Clerk had sourced costings for three possible noticeboards. Concerns were raised about the necessity for another noticeboard as we have one in the village as well as Rowney Green, Hopwood and Bordesley. The Clerk explained that space is limited on these boards and we do receive a lot of community notices that we like to support by putting up, currently in the office windows. Members of the public are seen to view these notices. However, they do obscure natural light from the office and do not project the most professional image. The Clerk was encouraged to rationalise the notices using social media and the website where possible.

b. To Consider the Suggested Projects for the 2018/19 Financial Year

The Clerk had received suggested projects from some of the Committees and had also researched possible costs for some of these items. The Committee Members reviewed the suggested projects for the 2018/19 financial year as well as the suggested budget and **agreed as follows:**

Project	Anticipated Cost
Cilca	£500
2 month handover for Assistant Clerk	£2656
Recruitment Costs	£500
Pay Rise	NALC/SLCC to advise. Likely to be around 2% mark
Data Protection Officer	Unknown
Replacing basketball hoop & backboard at Rowney Green Playing Fields	£1000
Play Equipment at Hopwood Playing Fields	£5000
Repainting 2 benches at Wiggin Memorial Playing Fields	£160
Additional Security Measures at Wiggin	£4000
Strimming at 3 playing fields	£300
Benches at Hopwood bus shelters	£1500
Repainting bench (Snake Lane/Bear Hill)	£80
Traffic Calming	£5000 (out of ring-fenced funds)
Community Bus Pilot	£400

Phase 3	£5000
Christmas Light Maintenance	Not quoted as yet
Neighbourhood Plan	£1000

c. To Consider the Draft Budget for the 2018/19 Financial Year

The Clerk had provided a Draft Budget document for the Committee Members to consider which took into consideration projected salary increases and likely costs relating to projects for the next financial year. The Clerk raised with the Committee that possible risks to the Parish Council finances were largely covered by a comprehensive insurance policy and contingency funds for any other unexpected costs were ring-fenced in our bank account. It is projected that by the end of the year there will be a surplus in the bank account therefore Committee Members could consider whether an increase in Precept was required. However, a Councillor pointed out that at Finance training provided at Worcestershire CALC, advice was that a Parish Council should always have a surplus to accommodate for an unexpected circumstances arising in the future and that the budget for next year has increased by around £10,000 therefore the Committee was minded to recommend an increase in Precept to ensure that funds are maintained and also to cover the increased budget sufficiently.

ACTION POINT: The Clerk to update the budget to reflect the changes to the Wish List of projects for the 2018/19 year and to compose a briefing note for Council to consider at the December Parish Council meeting.

fr17/023

To Consider Any Grant Applications And Financial Requests as Received

a. The Historical Society

The Historical Society applied for a grant for £100 to purchase a portable digital projector stand & laptop stand for speakers at monthly events. The Clerk confirmed to the Committee Members that the Parish Council has the power to pay this grant under Section 137 General Power. Committee Members **agreed** to pay the Historical Society £100 in the 2018/19 financial year.

b. The Lounge

Due to the amount requested, the Clerk pointed out that this grant application would need to be considered at the next Parish Council Meeting as it is in excess of the Finance Committee's budgetary control amount.

ACTION POINT: The Clerk to add this grant application for consideration at the December Council Meeting

c. Citizens Advice Bureau, Bromsgrove

The Citizens Advice Bureau applied to the Parish Council for £100 to support the bureau in giving information & advice to all residents in Bromsgrove District free of charge. The Clerk advised Committee Members that the Parish Council can if it chooses, provide this grant under Section 142 of Local Government Act 1972. The Finance Committee Members **agreed** to provide a grant of £100 to the Citizens Advice Bureau in the 2018/19 financial year.

d. Rowney Green Shared Church & St Laurence Churchyard

The Clerk advised the Committee Members that she had sought advice from Worcestershire CALC to ascertain what Powers the Parish Council had to pay grants to the Rowney Green Shared Church and St Laurence Churchyard. The Clerk was advised that the National Association of Local Councils had recently advised CALC that the grants should not be paid to Churches because NALC had advised that in their opinion section 214(6) of the 1972 Act is subject to section 8 of the 1894 Act and therefore cannot be paid. A Committee Member raised that Barnt Green Parish Council had recently paid a grant to a local church and the Clerk was requested to contact Barnt Green Parish Council to clarify the Power used to pay the grant. A Councillor advised that unless NALC circulates a Topic Note for Councils then it was proposed that Council pays the grant in line with historical Parish Council practice.

ACTION POINT: The Clerk to investigate this further and add consideration of these grants to the December Parish Council Meeting.

e. Hopwood Residents Association

Councillors reviewed the application received and recommended that the Association reconsiders its application and it will be considered at the December Parish Council Meeting.

ACTION POINT: The Clerk to contact Hopwood Residents Association to ask for it to review its application; to be considered at the December Parish Council Meeting.

fr17/024

Information, Outstanding Items and Items for the Next Meeting

- Include a Clerk’s Report on to the Agenda to detail amongst other matters, updates on Action Points arising from previous meetings
- Parish Council Risk Assessment (once completed)
- Quarter 3 review
- Review of Reserves and Bank Balances before the financial year end
- Review of Sport England Contracts in relation to Pitch Maintenance at the Wiggin Memorial Playing Fields

fr17/025

Date and Time of Next Meeting

The date and time of the next meeting is provisionally scheduled for January 2018, date and venue to be confirmed.

The meeting ended at 22.10.

Signed
Chairman

Date

