

**ALVECHURCH PARISH COUNCIL**  
**Ground Floor, 1A George Road, Alvechurch, B48 7PB**  
**Tel: 0121 447 8016**  
**e-mail: clerk@alvechurch.gov.uk**

**Clerk: Tammy Williams**

---

**MINUTES OF THE MEETING OF THE**

**FINANCE AND RESOURCES COMMITTEE**

**HELD MONDAY 26<sup>th</sup> MARCH 2018 AT 7.30 PM**

**At Hopwood Community Centre, Redditch Road, Hopwood, B48 7TL**

- fr17/035 Present** Cllrs M Ball (Chairman), R Chima, J Cypher, A Helmore, A Humphries & T Wallis
- In attendance** Tammy Williams, Clerk
- fr17/036 Apologies for Absence**  
None
- fr17/037 Declarations Of Interest**  
None
- fr17/038 Minutes Of Previous Meeting**  
The Minutes from the meeting dated 22<sup>nd</sup> January 2018 were reviewed, authorised and signed.
- fr17/039 Clerk's Report:**
- a. Following the 22/01/18 Meeting, to Receive an Update on the Band D Increases in respect of Council Tax, Youth Funding and the Timeframe for the Npower Bill  
In the January Finance & Resources Meetings, Councillors queried the following:
- i. Band D  
The Clerk advised that in order to calculate Band D increases in Council Tax per annum, you divide the total precept by the taxbase which is then divided by 10 (payments) for a monthly increase.
- ii. Youth Funding  
It was noted that the £20 payment listed under the Youth Funding Cost Centre was for the lottery licence for Picnic In The Park (PIP) to sell raffle tickets and the £47.33 payment was in respect of a contractor's work for PIP.
- iii. Npower Bill  
The timeframe for the last Npower street lighting bill was 1<sup>st</sup> October 2017 – 31<sup>st</sup> December 2017 and the bill came to £1866.74 gross.
- b. To Receive an Update on the Allotments Mandate  
The Clerk advised that the allotments mandate was returned as there is a second signatory for the allotments accounts. This will be finalised as soon as possible.
- c. To receive an update on the General Data Protection Regulations  
The Clerk advised that at the last CALC Meeting, a Bromsgrove District Council Officer advised that BDC will provide a GDPR Officer and ongoing support throughout the year at a cost of £3000. At the meeting there was a request for some pooling of resources for Parish Councils and Sue Baxter of NALC was asked to ascertain if there is any external funding available to help Parish Councils with the associated costs. The Clerk, Chairman and Assistant Clerk will meet next week to review our data and to create a data map and an office document retention policy.

d. To Receive an Update on the Tree Surveys and Pollarding at the Wiggin Memorial Playing Fields

The Clerk advised that the willow tree will be pollarded on Friday 23<sup>rd</sup> March and the tree surveys are booked in to take place from Monday 26<sup>th</sup> March to Wednesday 28<sup>th</sup> March. The Tree Survey report is expected no later than 6<sup>th</sup> April 2018.

e. To Receive an Update on NALC's Topic Note L01-18 – Financial Assistance to the Church

Following the Council meeting where we discussed this Topic Note, Cllr Cypher raised the matter and the lack of clarity in the Topic Note at the Bromsgrove Area CALC Meeting. Cllr Cypher queried who in Government commented on this Topic Note and what exactly did they say? It was noted that CALC/NALC could ask PKF Littlejohn for their views on payments to the Church and Sue Baxter will ask NALC for further clarification.

Under Section 137 of the 1972 Act, the Parish Council can contribute towards the running costs of groups such as playgroups and lunch clubs which are of community benefit.

f. To Receive an Update on the Tender for the New Play Equipment at the Wiggin Memorial Playing Fields

The Tender has been updated to include the contractors confirming their views and plans for the site constraints i.e access, bridges and underlying soil conditions. The Tender has now gone live on the national ESPO database and the Clerk advised that any questions directed to her by potential Contractors are being referred to Procurement and Parks & Open Spaces at BDC.

g. To Receive an Update on the Financial Arrangements for the Crowdfunding of New Play Equipment at Hopwood Playing Fields

The Hopwood Play Equipment Working Group asked the Responsible Financial Officer (RFO) to clarify whether a separate bank account would be necessary for any funds raised for new play equipment. CALC advises that it depends on whether the funds are being raised by the residents themselves or the Parish Council. The RFO's view is that as the equipment will be installed on Parish Council land the funds need to be contributed to the Parish Council. CALC advises that as we are internally audited and use Scribe where we can designate the funds specifically to this, it is not necessary to have a different bank account. Receipts for funds received will be issued.

h. To Receive an Update on the Stepping Stones at the Finlay Church Memorial Garden

The Clerk advised that she had contacted the designer about the stepping stone which had been reported to the office as being slightly wobbly and a potential health & safety risk.

fr17/040

**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 the Chairman of the Committee, Cllr Ball.

b. To Consider the Quarterly Review of Expenditure and Receipts Against the Bank Balances for the 2017/18 Budget

The Clerk advised that Lloyds bank had erroneously continued to pay out business rates after the dates stipulated on the standing orders issued to the bank. BDC Revenues department as agreed to refund the payments made in error prior to the end of the financial year.

Councillors reviewed the

c. To Receive an Update from the Internal Financial Controller in Respect of Quarter 2 Finances

The Internal Financial Controller advised that the 2<sup>nd</sup> Quarter checks had taken place.

fr17/041

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

a. To Consider the Quotation Received From Bromsgrove District Council to Replace the Basketball Hoop at Rowney Green Playing Fields

The Clerk advised that Bromsgrove District Council (BDC) had quoted that it would cost

£375 + VAT for them to supply a second-hand basketball hoop and fit it using scaffolding to taken the existing one down. The Clerk confirmed that as this was under-budget the Clerk had accepted the quote.

b. To Consider the Meeting with Prysmian Regarding the Supply Issue of SOX Lights for our Street Lights and to Consider Prysmian's Proposed Future Maintenance

The Clerk advised Councillors that the Clerk and the Chairman had recently met with a representative of Prysmian who had advised that Phillips had shut down a production line and as such Sodium lights now take 9 months to be delivered from order and the price had increased. Also, Prysmian is looking to instigate a maintenance programme now which will increase the Parish Council's maintenance costs for its street lights although Councillors queried whether these costs included the replacement bulb which is now costing more due to supply issues.

**ACTION POINT: The Clerk** to raise this at the May Parish Council Meeting

c. To Consider the Parish Council's Business Risk Review Document

It was noted that Cllr Humphries had produced a comprehensive Business Risk Review document that the Clerk had reviewed. This is a draft document for Councillors to review and comment and it is thought that documents like this will assist the Council in achieving NALC's Quality Status.

**ACTION POINT: The Clerk** to add the consideration of the Business Risk Document to the June Parish Council agenda.

At 21.10 Cllr Chima left.

d. To Consider Revised Standing Orders in Respect of 2018/19 Financial Year

Revised Standing Orders in respect of Business Rates payable to BDC for the Pavilion, Community Centre and office were approved and signed by two signatories.

**ACTION POINT: The Responsible Financial Officer** to send the standing orders to the bank

e. To Consider the Pitch Maintenance Recommendations From our Grounds Maintenance Contractor for the Football Pitches at the Wiggin Memorial Playing Fields

The Clerk provided Committee Members with recommendations for the football pitches. It was **agreed** that Hosking Ground Maintenance can dig a trench 400mm deep by 100 metres long starting at the date in the top corner in the field behind the football pitch and at the back of the tree line, lay down 800mm perforated land pipe, back fill with fill with pea gravel and spread out any soil arisings around the tree line at a cost of £1850 + VAT. Committee Members recommended that this work be undertaken prior to Picnic in the Park.

With regards to ongoing pitch maintenance, Hosking Ground Maintenance would recommend that as the pitch is not currently being used that the pitch could be spiked in the spring and the autumn at a cost of £25+VAT each time. A councillor suggested that sand-grooving should take place. It was noted that the goal posts were currently in storage at Rowney Green Pavilion.

**ACTION POINT: The Clerk** to obtain a quote from the Grounds Maintenance Contractor for sand grooving and to ascertain the recommended frequency.

f. To Appoint an Internal Financial Controller for the 18/19 Financial Year

The Responsible Financial Officer thanked Cllr Ball for his time during the past 12+ months in carrying out the internal financial checks. Cllr Wallis volunteered to undertake the role and carry out quarterly checks for the 18/19 financial year.

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. 8. To receive an update on the finance

fr17/042

**That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

No members of the public were present during the meeting.

**fr17/043 To Receive an Update on the Financial Arrangements With Regards to the Knotweed Treatment at the Wiggin Memorial Playing Fields**  
The Clerk updated Councillors about the outstanding reimbursement for the knotweed treatment programme.

**fr17/044 Information, Outstanding Items and Items for the Next Meeting**  
Reserves Policy

**fr17/045 Date and Time of Next Meeting**  
The date and time of the next meeting is 23<sup>rd</sup> July 2018 at 7.30pm at the Parish Council Office, Alvechurch.

The meeting ended at 21.40

Signed ..... Date .....

Chairman

DRAFT