

ALVECHURCH PARISH COUNCIL
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Clerk: Tammy Williams

**MINUTES OF THE MEETING OF THE
FINANCE AND RESOURCES COMMITTEE**

HELD MONDAY 23rd JULY 2018 AT 7.30 PM

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

Present Cllrs M Ball (Chairman), R Chima, J Cypher, A Helmore, A Humphries & T Wallis

In attendance Tammy Williams, Clerk

fr18/001 Election of Chairman

It was **agreed unanimously** that Cllr Wallis would be Chairman of the Finance & Resources Committee. Cllr Ball would be the Vice-Chairman, if necessary.

fr18/002 Apologies for Absence

None

fr18/003 Declarations Of Interest

None

fr18/004 Minutes Of Previous Meeting

The Minutes from the meeting dated 23rd February 2018 were reviewed, authorised and signed.

fr18/005 Clerk's Report:

a. Update On A Letter From Alvechurch Village Hall Regarding The Parish Council's Grant Funding

The Clerk advised that the Parish Council had agreed to grant £250 towards the cost of a widescreen projector screen upon receipt of confirmation of purchase in the 2017/18 financial year. The Village Hall approached the Clerk about this again and the Clerk advised that budgets do not transfer from one financial year to another but that we would begin advertising for the grant allocation process in the Autumn.

b. Update On The Allotments Mandate

The Clerk noted that the second signatory for the allotments accounts had been identified to progress the transfer of the bank account.

c. Update On The Funding Arrangements For New Play Equipment At Hopwood Playing Fields

The Clerk advised that the following funds had been received:

Divisional funding from County Cllr Hotham: £3000

Funds Raised by the Hopwood Mums at Picnic in the Park: £122

Estimated donation from profits raised at PIP: £600

The Clerk noted that the Panel meeting went well for the New Homes Bonus Grant funding at Bromsgrove District Council which was attended by the Clerk, Cllr Cypher and a Hopwood Mum and her daughter.

d. Update On The Resurfacing Of The Paddling Pool Edges At The Wiggin Memorial Playing Fields

The Clerk noted that this has now been completed and looks great...the concrete edges

have been repaired and thanks to Phillip Aubrey and Cllrs Smith and Humphries for cleaning the paddling pool area out afterwards to show it off nicely. The Clerk will arrange for the area under the willow tree to be turfed.

e. Update On The Installation Of The Play Equipment At The Wiggin Memorial Playing Fields

The Clerk has spoken with Sutcliffes today who have advised that the robina double cableway is coming from Germany and is a new supplier to them. The delivery of it was delayed over the course of last week and has now arrived but without some of the bolts required to finish putting it up. The bolts will be onsite by 12.30pm tomorrow. The double cableway has to be installed before the rubber mulching goes down and that will be further hampered by the temperatures as mulching can't be put down in temperatures in excess of 25 degrees. After the mulching goes in it will dry within a few hours and the remaining equipment will then be installed the next day. An independent inspection will have to take place after that. The revised completion date is 3rd August 2018.

f. Outstanding Items: Ratification Of The Business Risk Review Document And Digging Of A Trench By The Football Pitches At The Wiggin Memorial Playing Fields

fr18/006

Finance And Administration to Include:

a. To Receive A List Of Invoices For Payment And Consider Any Exceptional Items As Necessary

The cheque list was reviewed and authorised.

b. To Receive An Update From The Internal Financial Controller In Respect Of Quarter 1 Finances

The Internal Financial Controller updated the Committee that the checks had been fine but that the Assistant Clerk had taken the Paying In Book to the bank to pay in cheques so it wasn't possible to finish all the checks but this will be completed in due course.

c. To Consider The Updated Terms Of Reference For The Finance & Resources Committee

The Clerk had prepared updated Terms of Reference. It was noted that currently the Vice Chairman was a member of the F&R Committee and it was suggested that the words "will normally consist of" be added to the Terms. Other than that amendment, the Terms of Reference were approved and **agreed**.

d. To review Parish Council documents & policies for ratification at the September Parish Council Meeting:

i) To Consider NALC's updated Model Standing Orders

The Committee reviewed and **approved** the Model Standing Orders. The Clerk to add the formal approval by Council to the September Parish Council Meeting agenda.

ii) To Review and Consider The Parish Council's Financial Regulations as Adopted in May 2017

The Clerk advised that these hadn't been updated by NALC (unlike the Standing Orders which had been) but it was over 12 months since the Parish Council had first adopted them and so the Committee was undertaking its annual review. The Clerk noted that in fact there were two minor amendments but beyond that no further updates were required.

A Councillor queried whether there was any requirement for Councillors to confirm that they had read each Parish Council document/policy.

ACTION POINT: The Clerk to ask CALC for guidance on whether a Councillor should confirm that they've read a policy.

iii) To Consider The Scheme Of Delegation to the Clerk for Ratification at the Next Parish Council Meeting

This document was reviewed. It was noted that the Clerk's job title hadn't been correctly referred to in some instances and needed updating. Also, the version that the Clerk had sourced was from a Parish Council that didn't have a second officer in the office and the Committee felt that in the Clerk's absence, decisions should be taken in conjunction with the Assistant Clerk rather than a Clerk from a nearby Parish Council.

ACTION POINT: The Clerk to make the amendments and pass to the September Parish Council meeting for ratification

iv) To Consider the Adoption of a Policy in Respect of the General Data Protection Regulations

The Clerk advised that she had used sourced a model GDPR policy laid out on the

SLCC website which the Clerk found informative and usable. The Committee queried the reference to a Quality policy and also an ICT policy and it was agreed that these would be removed as the Council did not have these policies in place. Also, the Committee considered whether the Council should consider conducting Diversity Monitoring in the future even if it doesn't do it currently? The model policy also alluded to the provision of a Staff Handbook.

ACTION POINT: The Clerk to make the amendments proposed and pass to the September Parish Council meeting for ratification. **The Clerk** to ascertain if CALC/NALC has a standard Employee Handbook

Cllr Chima left the meeting at 8.52pm

v) To Consider The Parish Council's Reserves Policy

The Committee **agreed** that it would recommend that the Council takes on board the NALC's recent advice on Reserves policy and will move towards a 6 months Reserves policy at the next budget round.

vi) To Consider The Proposed Increase In The Cost For Fielding A Team At Hopwood Community Centre To Reflect The Use Of The Kitchen Facilities For The 2018/19 Football Season

It was proposed and **agreed** that the annual team charge should be increased by £10 per team to cover the costs arising from the use of the kitchen facilities.

vii) To Consider A Response To Bromsgrove District Council's Consultation On Revised Statement Of Principle To The Gambling Act 2005

The Committee noted that the Parish Council had provided a response to the previous consultation on this subject and it had no further comments to add.

ACTION POINT: The Clerk to confirm the Parish Council's response in advance of the deadline.

viii) To Consider Revised Standing Orders In Respect Of Staff Salaries

The updated standing orders in respect of staff salaries were considered, **agreed** and signed.

ACTION POINT: The Clerk to submit the signed standing order to the bank.

ix) To Consider A Request From The Parish Lengthsman With A Request To Assist With The Cost Of Replacement Equipment And Vehicle Repairs For Lengthsman's Duties

The Clerk advised that the Parish Lengthsman had recently had his vehicle repaired and this had cost nearly £1000. Furthermore, the Lengthsman had requested reimbursement for the replacement of a hedge strimmer. The Committee felt that it wasn't part of the Lengthsman's Agreement for the Parish Council to reimburse business costs as the Lengthsman is self-employed, however, the Committee did state that it would review the hourly rate paid to the Parish Lengthsman.

ACTION POINT: The Clerk to establish the current hourly rate is for Parish Lengthsmen in Worcestershire. The Clerk to bring a proposal to the November F&R Committee Meeting.

fr18/007 Information, outstanding items and items for the next meeting

None noted.

fr18/008 Date and Time of Next Meeting

The date and time of the next meeting is 26th November 2018 at 7.30pm at Hopwood Community Centre.

The meeting ended at 9.55pm

Signed
Chairman

Date