

ALVECHURCH PARISH COUNCIL
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Clerk: Tammy Williams

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

HELD MONDAY 25th MARCH 2019 AT 7.30 PM

At Alvechurch Parish Council Office, George Road, Alvechurch, B48 7PB

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

In attendance Tammy Williams, Clerk

fr18/026

Apologies for Absence

Cllr R Chima (personal reasons)

fr18/027

Declarations of Interest

None noted

Dispensations

fr18/028

Minutes Of Previous Meeting

The Minutes from the meeting dated 28th January 2019 were reviewed, authorised and signed.

fr18/029

Clerk's Report:

a. Update on the Hopwood Play Equipment Tender

- The advert was printed in the Classified section of the Redditch Advertiser on 15/3/19
- The Clerk published the tender on Contracts Finder on 15/3/19
- The Clerk has emailed the tender out to 6 companies.
- Eibe and Sovereign have advised that they will not be bidding for the contract

b. Update on Quarter 2 & Quarter 3 Internal Financial Checks

The Internal Financial Controller has completed the Internal Financial checks for quarters 2 & 3.

c. Update On The Pitch Maintenance For The Wiggin Memorial Playing Fields

The Supporting Officer and Cllr Smith met with the Grounds Maintenance Contractor to discuss sand grooving the Wiggin pitches. Including the supply of sand, this will cost no more than £1200 + vat and will take place in the next three months.

d. Update on the boardwalk repairs at the Wiggin Memorial Playing Fields

The Clerk has instructed Adrian Bytom to repair the boardwalk at a cost of £375 + vat.

e. Update on Maintenance to the Tennis Courts at Rowney Green Playing Fields

The Clerk has instructed the Grounds Maintenance Contractor to jet wash the tennis courts between now and the end of April. The Supporting Officer is reviewing the impact of roots from the Leylandii on the tennis courts surface.

f. Update on the Pollarding of the Leylandii at Rowney Green Playing Fields

High winds disrupted the completion of this work. Blue Sky Arboriculture completed the work on 18th March 2019.

g. Update on the Installation of New Benches at the Bus Shelters in Hopwood

The Clerk has arranged for the Grounds Maintenance Contractor to move the benches from Rowney Green to Hopwood at a cost of circa £100 in conjunction with the Parish Team who will install them for free.

h. Update on the Lengthsman Scheme Budget for the 2019/20 Financial Year

The Clerk has received confirmation that budget for the 2019/20 financial year will be £3178 as per last year's budget.

i. Outstanding items: Reviewing the Public Works Loans Board Application Process

fr18/030

Finance And Administration in Respect of the 2018/19 Financial Year, to Include:a. To Receive a List of Invoices for Payment and Consider any Exceptional Items as Necessary

The Clerk provided the Committee with a Cheque List and this was approved and authorised.

b. To Consider Quotations in Respect of Tree Surgery at the Wiggin Memorial Playing Fields

The Supporting Officer had contacted three companies for quotations in respect of the tree surgery proposed in the Arboricultural Survey. Quotations received ranged from £2,600 + vat and £9170 + vat. The Finance and Resources Committee **resolved** that if R A Cure can undertake the work by 12th April 2019 then the Clerk should instruct him. If R A Cure can't complete the work by 12th April and Blue Sky Arboriculture can then the Clerk can instruct Blue Sky Arboriculture to complete the work. If neither can complete the work by 12th April then the Clerk can instruct R A Cure to undertake the works on cost grounds.

c. To Consider Quarter 4 Expenditure and Receipts Against Budget for this Financial Year

The Clerk provided the Committee with figures relating to Quarter 4 and also for the entire financial year which were as follows:

YEAR END FIGURES BY COST CENTRE		
Cost Centre	Payments	Receipts
Administration	£17,043.94	£3.00
Employment	£54,622.84	£0.00
Staff & Councillor Expenses	£1,213.94	£0.00
Youth, Sport & Recreation	£27,600.34	£33,398.80
Street Lighting	£17,401.23	£0.00
Grants	£7,150.00	£0.00
Highways	£2,693.30	£1,608.59
Neighbourhood Plan	£586.67	£0.00
Picnic in the Park	£45.60	£550.00

RING-FENCED FUNDS			
	2018/19		2019/20
	Payments	Receipts	
Gratuity	£3717.71	£0.00	£4284.29
Capital Projects	£6,000.00	£0.00	£6,000.00
Car Park Maintenance	£32.90	£0.00	£1417.10
General Reserve	£0	£0	£35,000.00
Neighbourhood Plan	£0	£0.00	£1000.00
Hopwood Play Equipment	£0.00	£30000.00	£30,000

	31/03/2018	25/03/2019
Bank Balance	£132,566.61	£143,134.25
<i>Minus Ring-fenced funds</i>	£51,452.00	£77,114.72
Net Total	£81,114.61	£66,019.53

The Responsible Financial Officer advised that the Parish Council has spent £128,390.76 this financial year and then there would be costs associated with staff salaries, pensions, street lighting, grounds maintenance and HMRC which the Responsible Financial Officer estimated would amount to £12,000. In addition to the Precept, the Parish Council has received £10,076.80 in "other" income and there was still VAT to recover as well as income from Hopwood bookings due which the Responsible Financial Officer estimated would make a combined total income still to receive of £4,700.

d. To Consider the Payment of a Grant Application Received

It was noted that the Council had scope within its Grant budget in the 2018/19 financial year to pay a grant application received. It was **agreed** that the Council would pay the Knit and Natter community group £100 under Section 137 of the 1972 Act.

fr18/031

Finance And Administration in Respect of the 2019/20 Financial Year, to Include:

a. To Consider the Reports Received in Respect of Legionella Risk Assessments Undertaken at Hopwood Community Centre, Rowney Green Pavilion and the Parish Council Office

The Supporting Officer provided a summary of the recommended actions proposed by Qube Environmental at each of the sites. As the reports and recommendations had only just been received, the Supporting Officer will now obtain quotations to undertake the remedial works recommended.

i. To Consider a Quotation Received in Respect of Regular Water Safety Checks at Hopwood Community Centre, Rowney Green Pavilion and the Parish Council Office

In addition, the Clerk provided the Committee with Qube Environmental's quote to undertake regular water temperature testing and other maintenance works. The Committee suggested that the Clerk ask the Caretaker in the first instance if he would be happy to undertake the work following training. The Clerk advised that this would likely mean the Caretaker would need to work and therefore be paid for additional hours to complete the work.

b. To Consider Contingency Cheque Signatory Arrangements Following the Parish Council Elections

It was **agreed** that in the event of the non-election of either Cllrs Humphries and Wallis, they could continue to sign cheques whilst additional signatories were appointed and formalised. It was noted that Cllrs Chima and Ball are not standing for re-election and therefore it will be necessary to appoint additional signatories in May.

j. **To Consider Standing Orders in Respect of the Payment of Business Rates to the District Council**

The Committee authorised and signed the standing orders in respect of the payment of business rates for the office, Hopwood Community Centre and Rowney Green Pavilion for the 2019/20 financial year.

fr18/032 Information, Outstanding Items and Items for the Next Meeting
None noted.

fr18/033 Date and Time of Next Meeting
The date and time of next meeting will be 22nd July 2019 at Alvechurch Parish Council office, George Road Alvechurch

Committee members:
Cllrs A Wallis (Chairman) M Ball, R Chima, J Cypher, A Helmore & A Humphries

The meeting ended at 9.10pm

Signed Date
Chairman

