

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 22nd MAY 2017 AT 7.30 PM

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

fr17/001 Present Cllrs M Ball (Chair), A Humphries, A Helmore, J Cypher & A Smith

In attendance Tammy Williams, Clerk

fr17/002 Election of Chairman

The meeting was opened by the Clerk as it is the first Finance & Resources meeting of the year and it is a requirement to elect the Chair of the Committee. The Clerk began by thanking Councillors for attending the meeting that had been added to the Meetings Calendar at the Clerk's request.

Councillors were invited to nominate a Chair for the Committee and Cllr Ball nominated Cllr Humphries which was seconded by Cllr Smith. However, Cllr Humphries suggested that a new Chair for the Committee be appointed in order to rotate the roles. Cllr Smith nominated Cllr Ball as Chairman and this was seconded. It was **agreed** that Cllr Ball undertake the role of Chair of the Finance & Resources Committee.

At this point in the meeting, Cllr Cypher queried whether the change of name of this Committee from Finance & General Purposes to Finance & Resources still enabled the Committee to review emergency items. Cllr Humphries advised that the change of name of the Committee was intended to modernise the Committee name in line with other Parish Councils in the area. It was felt that emergency items could still be reviewed in this Committee and that new Terms of Reference were not required.

ACTION POINT: The Clerk to update the Standing Order with the Committees' Terms of Reference.

fr17/003 Apologies for Absence

Cllr T Wallis (accepted)
Cllr R Chima (accepted)

fr17/004 Declarations Of Interest

None

fr17/005 Minutes Of Previous Meeting

The Minutes from the meeting dated 27th March were reviewed, authorised and signed. Cllr Cypher queried the Action Point regarding Legionella Testing that was listed in these Minutes. The Clerk confirmed that this matter was in hand. Cllr Smith queried whether there was a need for testing at Rowney Green Pavilion as there are no showers there.

ACTION POINT: The Clerk to query if Rowney Green Pavilion does need to be tested or not.

Cllr Smith queried if the ROSPA Reports had been reviewed and the Clerk confirmed that they had been discussed at the May Parish Council Meeting however the reports would be reviewed in more detail at the June Youth, Sport & Recreation Committee Meeting.

fr17/006

Finance And Administration

a. To Receive a List of Invoices for Payment and Consider any Exceptional Items, as Necessary

The Committee Members all reviewed and approved the cheque list. The Clerk noted that the invoice received from Elder & Co regarding the re-painting of the benches at the Wiggin Memorial Playing Fields was greater than the original estimate. This had arisen because more benches were identified as needing painting at the time of carrying out the job; Cllr Smith advised that he had notified the Clerk at the time. It was also noted that the projector used by the Planning Committee to review plans was broken. Committee Members asked if it would be possible to borrow another projector whilst the Parish Council staff establish whether the existing projector can be fixed.

ACTION POINT: The Assistant Clerk to establish if the projector can be fixed. If not, then research projectors with a minimum resolution of 800x1200

b. To Consider Alvechurch Parish Council's Asset Register

The Clerk advised Committee Members that she had recently reviewed the Asset Register to ensure that the information was current and she had discussed the format of the document with Richard Levett of CALC. The Clerk confirmed that even though a large amount of work had been completed the document remains a work in progress and the Clerk would like to have photographic evidence of all assets as well. In particular, matters discussed on the Asset Register were the Gravel Pit in Rowney Green, the insurance values for all of our bus shelters and the insurance value of street lighting. A Councillor also queried the tools listed on the Register at Rowney Green Pavilion shed. It was also noted that there are a large number of hand tools and sundries at the shed; the total insurable value was estimated to be £1000.

ACTION POINT: The Clerk to remove Honda Lawnflite, from the asset register and the Clerk to correspond the receipt received from the purchase of the new tools in 2016 with those listed on the Register and add £1000 to cover the hand tools and other sundry items to the Asset Register.

ACTION POINT: The Clerk to forward the completed Asset Register to Zurich for an updated insurance schedule and premium.

The Clerk asked Committee Members if they would be happy to assist The Clerk in photographing Parish Council assets and it was **agreed** that Committee Members would be happy to do this. A Councillor noted that care should be taken when taking photographs that no individuals should be captured in the photographs.

c. To Consider Alvechurch Parish Council's Insurance Quotation Received

The Clerk had forwarded the updated Asset Register to Zurich to quote on this basis however, as further changes were noted in Agenda Item fr17/005b, it was **agreed** that the insurance policy would need to be re-quoted. Nonetheless, Councillors reviewed the insurance quotation received and Committee Members discussed and **agreed** the Clerk's proposal, that rather than insuring all of the street lighting stock (total insurable value: £174,675), instead the Parish Council would look to insure street lighting for £6000 which would be the equivalent of replacing 3 street lights in a financial year. This decision was **agreed** by Committee Members reflecting the Committee's attitude to risk on this item.

The Committee Members also noted that when we look to review the insurance policy in the future, we should research insurance policies that provide cover for long-term staff sickness.

Committee Members **agreed** that as long as the revised insurance premium costs no more than £2500, the Clerk can purchase the insurance policy for the 2017/18 financial year.

d. To Consider the 2016/17 Accounts & Annual Return

The Clerk advised Committee Members that following recent training with Scribe, she had written a note to the Auditor to explain a discrepancy of £0.20 in the accounts. The Clerk also advised that this year, Grant Thornton had produced a document called Schedules for Submission to External Auditor. Committee Members reviewed this

document along with the other documentation with the Clerk. Concerns were raised about whether it would be necessary to publish the Schedules for Submission to External Auditor document on our website as the document contains personal financial information pertaining to staff members. It was understood that this information would be available to a member of the public if a request was made to view our accounts.

ACTION POINT: The Clerk to ask Grant Thornton if the Schedules would need to be openly published on our website along with the Annual Return

ACTION POINT: The Clerk to ask Grant Thornton if the Exercise of Public Rights should be on our Facebook page as well.

fr17/007

To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of agenda item 6 which contains confidential employee information:-

“RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

<u>Item No.</u>	<u>Paragraph(s)</u>
6	1

fr17/008

To Approve and Sign the Confidential Minutes of the Previous Meeting Held on 27th March 2017

The Confidential Minutes were reviewed and signed.

ACTION POINT: The Clerk to ask Richard Levett if there is an electronic copy of Arnold Baker available and if not, how much a paper-back copy currently costs.

ACTION POINT: The Clerk to clarify with Richard Levett of CALC if Confidential Minutes should be reviewed with the Minutes of the main meeting or in a separate Confidential section.

The Meeting ended at 9.07

fr17/009

Date and Time of Next Meeting: Monday 24th July 2017 at 7pm at the Parish council Office, 1A George Road, Alvechurch, B48 7PB

Signed
Chairman

Date