

WYTHALL PARISH COUNCIL

FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on Wednesday, 8th March 2017 at Council Office at 7.30.p.m.

PRESENT: Councillor D.Bibbings Chairman
Councillor S.Peters
Councillor Helen Cleaver
Councillor Mrs.S.Lee
Councillor P.Rattigan
Councillor Mrs.D.Taylor
Councillor L.Turner
Miss P.A.Harrison Executive Officer

1. **APOLOGIES:** were noted and accepted from Cllr.Mrs.Baxter who was attending the Bromsgrove Area Committee Meeting of WorcCALC.
- 2(a) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**
None
- (b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**
None
3. **CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC:**
 - (a) **NALC Chief Executives Bulletins:**
3.2.2017; 10.2.2017; 17.2.2017

All members had received copies of these and no specific comments received thereon to date.
 - (b) **NALC LTN 68 – February 2017:**
Negligence
It was agreed to look at this document at the time all Policies were reviewed.

ACTION: Consider at time of annual review of Policies/Procedures.
 - (c) **NALC LTN 35 – February 2017:**
Contracts
As above.

ACTION: As above.

- (d) BDC – Consultation on Penalty Points Scheme for Hackney Carriage and Private Hire Licence Holders – Bromsgrove.

Closing date 30th April 2017

It was agreed to recommend to Full Council that the Committee did not feel a response was appropriate due to the fact that Wythall does not have Hackney Carriages working within the Parish.

ACTION: Take to Full Council.

4. **CORRESPONDENCE:**

- (a) Allowances for District and Parish Councils within Bromsgrove:

Letter providing the Independent Remuneration Panel's recommendations for Parish Councils 2017-2018

It was agreed to recommend to Full Council that the situation remain as status quo as in previous years.

ACTION: Take to Full Council.

- (b) BT/Fibre Broadband Roll-out in the Wythall Area:

Correspondence received urging the Parish Council to spread the word. Noted and already on Parish Website.

5. **FINANCE:**

- (a) Bank/Budgets:

Figures in respect of February 2017 were presented and agreed to take to Full Council for ratification.

- (b) Petty Cash: The Executive Officer reported that the Scribe Support Team had responded to the query raised by Cllr. Footman – a full report will be given at Full Council.

ACTION: Seek ratification at Full Council, item (a) and give report as regards Petty Cash.

- (c) Financial Regulations:

It was agreed to recommend to Full Council the amendments as proposed in respect of 4.2 as per attached.

ACTION: Seek approval from Full Council.

- (d) Over-budget expenditure:

The Chairman presented an updated schedule (attached) which the Committee agreed to recommend to Full Council for ratification.

ACTION: Take to Full Council.

- (e) Budgets 2017/2018:
Revised documentation had been sent out to Committee Members and it was agreed to seek ratification from Full Council that these be adopted.

ACTION: Take to Full Council.

- (f) Amendment to Section 5 Banking Arrangements and Authorisation of Payments/Financial Regulations:
The Committee agreed with the amendment to Section 5 as presented for ratification at Full Council (attached).

ACTION: Take to Full Council.

- (g) Grants/Subscriptions:
Revitalise: A response to the EO's letter requesting information as to whether any residents from Wythall have used this respite holiday facility had been received confirming that this had not yet been the case but, should the situation change at some time in the future, could they apply again for grant aid and could they be supplied with dates of future Meetings if they found the necessity to apply.
The Committee noted these comments and agreed to provide dates of Finance Meetings should the situation alter as regards residents of Wythall and a grant request be forthcoming.

- (h) Presentation of schedule of Invoices for payment in March 2017 with specific resolutions as regards the following:
- | | |
|--|--------|
| 11/108 Naturescape British Wildflowers/Primroses | £96.58 |
|--|--------|

- (i) Investment Account:
- (i) Public Sector Investment Account: It was agreed to arrange a transfer of £10,000 from the Investment Account to the Lloyds Account to enable payment of the items on the schedule of Invoices relating to March 2017 as per delegated power agreed at Full Council February 2017 Resolution 9/2017 (c).

ACTION: Seek ratification at Full Council.

- (ii) Cllr.Bibbings had re-sent his message to the recommended independent Financial Advisor and hoped to be able to report a response at the next Meeting.

6. **STANDING ORDERS/FINANCIAL REGULATIONS & POLICIES:**
Updated sets of these documents were now available at the Office with the exception of Financial Regulation where amendment was recommended to the next Full Council for ratification as above.

7. **LOCAL COUNCILS AWARD SCHEME:**

The EO reported again that the only remaining item to complete for this Award was that she should gain one point in respect of training and this would be achieved by attending the Planning Training Session being held at the Parish Office on the 16th March the day of Full Council when Full Council would be asked to approve the submission of the documentation on the 17th March 2017.

ACTION: Full Council to be asked to ratify the Application for submission.

8. **NEIGHBOURHOOD PLAN:**

Meeting of Steering Committee to be arranged.

ACTION: EO to arrange Meeting.

9. **ITEMS BROUGHT FORWARD FROM COMMUNITY SERVICES MEETING HELD ON THE 2nd March 2017:**

(a) **Wythall Allotments:**

A quotation had been obtained from Swiftwell Environmental Ltd for carrying out some drainage work on the Packhorse Lane side of the site totaling £600 plus VAT but if this quotation was accepted it would mean that the budget in respect of Maintenance (Code 61) would be exceeded by £200. Cllr.Bibbings had already allowed in respect of this factor in the Budgets 2017/2018 (to be ratified at Full Council) and it was, therefore, agreed to recommend acceptance of this quotation to Full Council.

ACTION: Take to Full Council for ratification.

10. **ONGOING MATTERS TO BE PLACED ON AGENDA AS AND WHEN A REPORT IS AVAILABLE:**

- (a) Community First Responders (Emergency Plan)
- (b) Chesterwood
- (c) Dementia Alliance

11. **ITEMS FOR NOTING ONLY:**

(a) **Allotments:**

Correspondence received seeking Council's approval to investigate installing an electricity supply to service a defibrillator by obtaining Grants.

Matter to be discussed at Community Services Committee.

12. **DATE OF NEXT MEETING: MONDAY, 10TH APRIL 2017 IMMEDIATELY FOLLOWING PLANNING MEETING**

The Meeting closed at 8.27 p.m.