

## WYTHALL PARISH COUNCIL

### FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on 10<sup>th</sup> June 2017 at Council Office at 7.30.p.m.

**PRESENT:** Councillor D.Bibbings Chairman  
Councillor Mrs.S.Baxter PC Chairman  
Councillor K. Footman  
Councillor Mrs.S.Lee  
Councillor S.Peters  
Councillor Mrs.D.Taylor  
Councillor L.Turner  
Miss P.A.Harrison Executive Officer

Mr.Robert Wood, Council's Internal Auditor, was also present to address the Committee.

1. **APOLOGIES:** were noted and accepted from Cllr.Rattigan and Cllr.Helen Cleaver.
2. **ELECTION OF VICE CHAIRMAN:**  
Cllr.Mrs.Baxter was duly re-elected to this position.
- 3(a) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**  
Cllr.Mrs.Baxter Cheque List/Chairman's Allowance PC Chairman
- (b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**  
Cllr.Mrs.Baxter ) Mr.Wood Acquaintance  
Cllr.Footman )  
Councillor Mrs.Taylor)  
Councillor Turner )

At this point the Chairman invoked Standing Orders 10(a)(vi and xiv) inviting Mr.Wood to address the Committee in respect of the Annual Return 2016/2017 item 6(f) on the Agenda.

Mr.Wood raised several matters relating to Earmarked Reserves resulting in the following recommendations to be taken to Full Council for ratification:

- (a) Take out of the Earmarked Reserves the item Contingency - £4000 – putting it back into General Reserves.
- (b) treat the following as Creditors not Earmarked Reserves:

Grit Bin/Sycamore Drive	£150
Christmas Tree	£150
Cemetery Skip Hire	£455
WCA Newsletter	£555

(c)	treat as Earmarked Reserves:	
	Elections	£6000
	Cemetery	£75000
	Allotment Drainage	£ 600
	Bus Shelter/Packhorse	£ 220
	Lighting Project	£10000
	Notice Board/Station Road	£ 520
	LC Award Scheme	£ 100
	Gratuity	£ 5500

(d) Rescind previous Resolution 20/2017 (k) 18<sup>th</sup> May 2017.

**ACTION:** Take recommendations to Full Council.

The Chairman thanked Mr.Wood for attending and his concise report then reinstated Standing Orders.

4. **CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC:**

(a) NALC Chief Executive's Bulletins:  
12- 19 May; 20 – 26 May  
Noted.

(b) NALC Newsletter – 29<sup>th</sup> May 2017  
Noted.

(c) NALC – Calling all Councils – good practice case studies wanted.  
Agreed the Executive Officer should advise unable to put forward anything at this time but would hope to in the future.  
**ACTION:** As above.

(d) NALC Employment Briefing E01-17:  
Updated Green Book (referred back from previous Meeting)

It was agreed to recommend to Full Council no action be taken as regards obtaining a copy at the present time.

**ACTION:** As above.

(e) Consultation on Draft Revised Street Trading Policy for BDC:  
It was agreed to recommend to Full Council that the Parish Council should not respond to this Consultation.  
**ACTION:** As above and the EO to advise BDC accordingly.

5. **CORRESPONDENCE:** None.

6. **FINANCE:**

(a) Bank/Budgets:  
Figures in respect of May 2017 were presented and agreed to take to Full Council for ratification.  
**ACTION:** Take to Full Council.

- (b) Lloyds Business Bank Instant Account:  
It was agreed to recommend to Full Council that this Account be closed.

**ACTION:** As above.

- (c) Grants/Subscriptions:  
Baldwin Hungry Horse, Hall Green:  
Request received seeking funding towards their defibrillator campaign - hoping to raise £1999.

**ACTION:** to take to Full Council the recommendation that as this request relates to an area outside the Parish a grant should not be made.

- (d) Presentation of schedule of Invoices for payment in June 2017:  
It was agreed to recommend the above to Full Council for ratification.  
Cllr.Mrs.Baxter abstained due to having expressed an Interest.

**ACTION:** Full Council to ratify payments schedule.

- (e) Investment Accounts:

- (i) Public Sector Investment Account:  
Agreed to arrange a transfer of £10,000 to be ratified at Full Council.

**ACTION:** Ratification of above transfer required.

- (ii) Local Authorities Property Fund/CCLA:  
The Executive Officer had received a response from the Independent Financial Adviser (attached) requesting certain items of information and it was agreed to recommend to Full Council that the Executive Officer arranges to provide this and request that the IFA prepares the advice using three different assumptions to enable the council to make an informed decision, as follows:

- Invest £75,000 represents the money held in earmarked reserves for the Cemetery
- Invest £97,940 – which represents all funds held as an earmarked reserve
- Invest £162,874 – which represents all funds held as an earmarked reserve and 50% of the general reserves.

By obtaining advice on the above this will enable the Council to get a full understanding of the risk and return and enable them to make an informed decision about how to best invest the money to serve the Parish.

**ACTION:** EO to contact the IFA as per the above.

It was agreed to recommend to Full Council that the cost of obtaining this independent advice should come out of General Reserves as it is a non-budgeted item.

**ACTION:** Recommendation to Full Council.

- (f) Risk and Governance Sub Committee: Meeting arranged for 8<sup>th</sup> June 2017.  
**ACTION:** Minutes to be presented at Full Council.
- (g) Annual Return 2017/2018:  
To report to Full Council that the EO had arranged for an extension of the date when the document had to be received by the External Auditor, i.e. 3<sup>rd</sup> July.  
**ACTION:** Report to Full Council.
7. **INTERNAL AUDITOR:**  
Recommend to Full Council that Mr.Robert Wood’s Contract be renewed for a further twelve months at £300 p.a. plus VAT.
8. **LOCAL COUNCILS AWARD SCHEME:**  
Letter of confirmation that the Council’s submission had been successful still not received.
9. **NEIGHBOURHOOD PLAN:**  
Ongoing.
10. **ITEMS BROUGHT FORWARD FROM COMMUNITY SERVICES MEETING HELD ON THE 1<sup>st</sup> June 2017:**  
None.
11. **DEMENTIA FRIENDLY VILLAGE:**  
Cllr.Mrs.Baxter reported that Mr.Simon Beckett had agreed for the siting of a Dementia trailer (Alzheimer’s Society Roadshow vehicle) to park on Becketts car park on the 1<sup>st</sup> September 2017 – further details to be provided as and when known.
12. **ONGOING MATTERS TO BE PLACED ON AGENDA AS AND WHEN A REPORT IS AVAILABLE:**  
(a) Community First Responders (Emergency Plan)  
(b) Chesterwood  
(c) Dementia Friendly Village
13. **ITEMS FOR NOTING ONLY:** None.
14. **DATE OF NEXT MEETING:** Wednesday, 12<sup>th</sup> July 2017 at 7.30 pm.  
The Meeting closed at 8.50 pm.