

WYTHALL PARISH COUNCIL

FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on Wednesday, 11th October 2017 at Council Office at 7.30.p.m.

PRESENT: Councillor D.Bibbings Chairman
 Councillor Mrs.S.Baxter Vice Chairman & PC Chairman
 Councillor Helen Cleaver
 Councillor K. Footman
 Councillor Mrs.S.Lee
 Councillor S.Peters
 Councillor L.Turner
 Miss P.A.Harrison Executive Officer

Prior to the commencement of the Meeting the Chairman stated it was his intention to invoke Standing Order 10(a)(xi) in view of the confidential nature of matters to be discussed under Agenda items 5(e) and (f).

1. **APOLOGIES:** Were noted and accepted from Cllr.Mrs.Taylor and Cllr.Rattigan..

2(a) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**
 None.

(b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**
 Cllr.Mrs.Baxter CCLA Investment Account Associated with Company as
 Chairman of NALC

(Only if discussions took place in this respect)

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

(a) NALC Chief Executive's Bulletins 32 – 35
 Noted.

(b) CALC Update Issue 39 - 5/10/2017:
Budget Capping – deadline for response to consultation is 26th October:
 Cllr.Bibbings will study this.

Disqualification Criteria/Consultation:
 Cllr.Bibbings will study this.

ACTION: Cllr.Bibbings.

(c) Data Protection Officer:
 Cllr.Footman commented that the Council need to be mindful that they will have to do something in this respect and eventually decide how to handle it. It would inevitably cost the Council money. A Company could be set up that could hire themselves out to smaller Councils at a reasonable rate.

4. **CORRESPONDENCE:** None.

5. **FINANCE:**

(a) **Bank/Budgets:**

Figures in respect of September 2017 were presented and agreed to take to Full Council for ratification with some amendments to be ratified at full Council.

ACTION: Take to Full Council.

(b) **Presentation of schedule of Invoices for payment in October 2017:**

It was agreed to recommend the above to Full Council for ratification noting the following requiring individual resolutions:

16. 88 Baker Ward/signs	£48.00
29. 89 Western Power/Make safe charge	£510.25

ACTION: Full Council to ratify payments schedules as above.

(c) **Transfer of Funds:** To arrange a transfer of £10,000 to cover the above payments.

ACTION: Full Council to approve in retrospect.

(d) **Office Computers:**

The Executive Officer confirmed receipt of the Certificate in respect of the office computer hard drives having been wiped securely and sent for recycling by Boxer IT.

6. **BUDGETS 2018/2019:** Under consideration. Cllr. Footman offered to assist in the preparation procedure.

7. **ANNUAL RETURN 2017/2018:**

The EO reported on a situation that had arisen with the External Auditors and the fact that the completed Return was still awaited.

8. **NEIGHBOURHOOD PLAN:**

Nothing new to report although Cllr. Footman commented that he understood WCC were available to give support to the preparation of these Plans.

9. **ITEMS BROUGHT FORWARD FROM COMMUNITY SERVICES MEETING HELD ON THE 5th OCTOBER 2017:**

(a) **Tesco Bags of Help:** Permission was sought to allocate the £1000 received towards the purchase of two new Notice Boards (£520 each).

It was agreed to recommend this to Full Council.

ACTION: Seek approval from Full Council.

- (b) **Letters advising Plot Holders as to increase in Allotment Rents:**
The EO reported that there could be an expenditure in respect of the posting of letters but she would investigate with the Association whether the dispatch could be dealt with in a way other than posting.

ACTION: Update at Full Council.

10. **DEMENTIA FRIENDLY VILLAGE:**
The next event would be the “pop up café” at the Hub on the 19th October - 2pm until 4pm.
11. **ITEMS FOR NOTING ONLY:** None.

At this point the Chairman invoked SO 10(a)(xi)

12. (a) **Acquisition of Land for use as Cemetery Extension:**
As instructed, the EO had obtained information as regards various aspects of any possible purchase of land and in the light of this information it was agreed to take to Full Council the following questions:
- (i) Is it Council’s intention to continue to provide a burial ground once the current Cemetery is full?
 - (ii) Is now the time to invest in further land for this purpose?
 - (ii) Will Council give the necessary authority to obtain a letter of valuation in respect of a particular parcel of land under consideration – cost of letter £250-£300.

ACTION: Discuss at Full Council.

Investment Accounts:

- (b) **Local Authorities Property Fund/CCLA:**
The EO had contacted the Financial Adviser asking if it was possible for her to summarise some of the key points which some members had found confusing but she responded by explaining that she had summarised her Report but if there were any specific items requiring more explanation she would be happy to respond.

The Chairman reinstated Standing Orders.

13. **DATE OF NEXT MEETING:** Wednesday, 8th November 2017 at 7.30 pm.

The Meeting closed at 8.59 pm.