

WYTHALL PARISH COUNCIL

FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on Wednesday, 7th March 2018 at Council Office at 7.30.p.m.

PRESENT: Councillor D.Bibbings Chairman
 Councillor Mrs.S.Baxter V.Chairman/PC Chairman
 Councillor Miss H.Cleaver
 Councillor K. Footman
 Councillor Mrs.S.Hession
 Councillor P. Rattigan
 Councillor S.Peters
 Councillor Mrs.D.Taylor
 Councillor L.Turner
 Miss P.A.Harrison Executive Officer

The Chairman welcomed Councillor Yates who was attending as an observer.

1. **APOLOGIES:** None.

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

- (b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**
 Cllr.Mrs.Baxter NALC Chairman of NALC

3. **CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC:**
 - (a) NALC.Chief Executive’s Bulletins: - 6 – 9.
 All noted.

 - (b) NALC 102-18 – Reporting Personal Data Breaches:
 Noted – forms part of GDPR.

 - (c) General Data Protection Regulation (GDPR):
 The Committee discussed the possibility of one or both employees working out of normal office hours on the initial steps required to be taken now, logging the hours and reimbursed in due course.

ACTION: Take a recommendation to Full Council as above.

4. **CORRESPONCE:**
 - (a) Bruno Peek – Battle’s Over – A Nations Tribute 11th November 2018:

 ACTION: Ongoing – still seeking ideas.

 - (b) Bruno Peak – Commonwealth Day:
 Schedule of arrangements and publicity provided, encouraging the flying of the flat on the day and asking for photographs etc.

ACTION: Councillor Peters will fly the flag on behalf of the Parish Council on the adopted flagpole on the Alcester Road (outside Acorns) premises.

5. **FINANCE:**

- (a) **Bank/Budgets:** Figures in respect of February 2018 were presented for ratification at Full Council.

ACTION: Take to Full Council.

- (b) **Grant Requests/Subscriptions etc:**
None received.

(c) **Presentation of schedule of Invoices for payment in March 2018:**

- (i) Details as per the schedule provided were agreed, pending a Personnel Committee Meeting to be held prior to Full Council at the Village Hall at 7pm on the 15th March 2018 to ratify salary back-payments due to the EO and Assistant to the EO in accordance with the NALC National Salary Award 1st April 2017.
- (ii) Code 30 – To note this is not a “renewal” but a “requirement” – new Cost Centre to be set up in this respect.
- (iii) Code 26 – Ken Brooke / Office Lighting - £200 – to be noted as requiring a specific resolution.

ACTION: All above for ratification.

- (d) **Bank Transfer:**
It was agreed to recommend to Full Council a transfer (retrospective) be arranged from the CCLA Investment Account to the Current Account

ACTION: Seek ratification at Full Council.

- (e) **STAFF SALARIES:** See Item (c)(i) above.

6. **BUDGETS 2018/2019:**

Revised document sent out 8.3.2018 as agreed at Full Council.

7. **NEIGHBOURHOOD PLAN:**

The EO reported having queried at BDC during a recent presentation relating to the revision of the Local Plan and Green Belt Review, whether these Plans were worth producing and the response received in the affirmative although not terribly positive.

8. **RESERVES POLICY:** The Committee considered the proposals put forward by Cllr.Bibbings and agreed to recommend the changes to Full Council as per attached document. Cllr.Footman would not agree to this document unless information was available as regards what the Risks are. **Revised Policy attached.**

ACTION: Consider recommendation but before adoption be aware as to possible Risks and move to a Risk-based Policy to be agreed at a future Council Meeting.

9. **ACTION PLAN:** This was reviewed with recommendations to be taken to Full Council – revised document to follow.

ACTION: Discuss at Full Council.

10. **CO-OPTION PROCEDURE/CASUAL VACANCY:**
The EO had obtained some information from WorcCALC but it was agreed to seek further clarification from NALC Legal Department.

ACTION: EO to apply to NALC.

11. **ITEMS BROUGHT FORWARD FROM COMMUNITY SERVICES COMMITTEE MEETING SCHEDULED FOR 1ST FEBRUARY.2018 BUT CANCELLED DUE TO HEAVY SNOW.**

The Chairman of the Council had agreed the following items could be discussed at the Finance Meeting in order for orders to be placed prior to the end of the current Financial Year:

- (i) **New Lighting – Tilehouse Lane:**
- | | |
|---|---------------------|
| Prysmian - to supply and install two 6m columns | £1484.40 |
| E-on – to service columns, as above | <u>£9404.55</u> |
| | £10888.95 plus VAT. |

Cost Centre 89 partly refers.

ACTION: Recommend to Full Council accept quotations.

- (ii) **Storage Unit at Allotments:**
Recommend acceptance of Swiftwell Environmental Ltd’s quotation totalling £200 plus VAT relating to repair work following a recent break-in.
Cost Centre 61 - will result in over-budget item.

ACTION: As Above

12. **ONGOING MATTERS:** Nothing to report.

13. **DEMENTIA FRIENDLY VILLAGE:**
Cllr.Mrs.Taylor gave a brief update as regards the most recent and very successful “Café” and the latest “flyers”. An expression of gratitude was extended to Cllr.Mrs.Taylor for all the work she had undertaken in this project.

14. **ITEMS FOR NOTING ONLY;** Nothing to report.

15. **Acquisition of land for new Cemetery:** No update available.

16. **DATE OF NEXT MEETING:** Wednesday, 11th April 2018 at 7.30.pm.

The Meeting closed at 8.59 pm.