

FINAL AMENDED COPY

WYTHALL PARISH COUNCIL

FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on Wednesday, 11th April 2018 at Council Office at 7.30.p.m.

PRESENT: Councillor D.Bibbings Chairman
 Councillor Helen Cleaver
 Councillor K. Footman
 Councillor P. Rattigan
 Councillor S.Peters
 Miss P.A.Harrison Executive Officer

1. **APOLOGIES:** were noted and accepted from Cllr.Mrs.Baxter; Cllr.Mrs.Taylor; Cllr.Mrs.Hession and Cllr.Turner.

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

- (b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**

3. **CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC:**
 - (a) NALC.Chief Executive’s Bulletins: - 12 & 13 – 23 & 29 March 2018
All noted.

 - (b) NALC LTN41 – Responsibilities of Councils as Landowners
It was agreed to recommend to Full Council this document be adopted as a Policy.

ACTION: Recommendation to Full Council.

 - (c) NALC LTN42 – Occupiers’ Liability:
It was agreed to recommend to Full Council this document be adopted as a Policy.

ACTION: Recommendation to Full Council.

 - (d) NALC PC05 – 18 – Review of Local Government Ethical Standards
The EO would complete the Consultation to be returned by 27th April.

ACTION: EO to act as above.

4. **CORRESPONDENCE:**
 - (a) Bruno Peek – Battle’s Over – A Nations Tribute 11th November 2018:
Ongoing – being discussed at the Wythall Branch of the Royal British Legion with a view to the Parish Council joining in with any planned arrangements.

5. **FINANCE:**

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

ACTION: Take to Full Council.

- (b) **BUDGETS 2018/19 – Short Term Earmarked Reserves and Creditors:**
These were approved for ratification at Full Council (see attached)

ACTION: Seek ratification at Full Council.

- (c) **Grant Requests/Subscriptions etc:**

- (i) **Wythall Tennis Club**

A letter seeking funding to assist in community coaching during 2018 had been received, accompanied by 2017 audited accounts).

Having carefully considered this request it was agreed the EO should write to the Club to the effect that, in order to make a decision, the Council would like to know what the intention is regarding the reserved fund of nearly £39,000 is this earmarked for a specific project, noting receipt of a grant of £17,000.

ACTION: EO write to the Tennis Club as above.

- (d) **Presentation of schedule of Invoices for payment in April 2018:**

- (i) Prior to approval the EO confirmed that the increase in the premium payable to Came & Co (Insurers) was due to the sums insured being increased by 4% by way of index linking to keep in line with inflation, as well as a 2% increase in insurance premium tax (from 10% to 12%) applied by the Government, which came into force with effect from 1st June 2017.

- (ii) Schedule approved for ratification at Full Council with the following requiring individual resolutions:

17/96 Miss Harrison/Salary/Increase as per Personnel Committee Minutes 15/3/2018

19/142 Mrs.Harris/Salary/Increase as per Personnel Committee Minutes 15/3/2018

29 WCC/1 tonne Rock Salt - £168

ACTION: All above for ratification.

- (e) **Bank Transfer:**

It was agreed to recommend to Full Council a transfer (retrospective) be arranged from the CCLA Investment Account to the Current Account in the sum of £10,000.

ACTION: Seek ratification at Full Council.

(f) Parish Councillor's Guide (latest edition):

It was agreed to recommend to Full Council one copy be purchased for retention in the Office at a cost of £25 from Amazon (Code 9)

ACTION: Recommendation to Full Council.

(g) GDPR:

(i) Review of Data Protection/Management Policy deferred until next Finance Meeting.

6. **PERSONNEL COMMITTEE:**

The Minutes of the Meeting held on the 15th March 2018 at the Village Hall (attached) were approved for ratification at Full Council. (Appreciating this is a Committee in its own right)

ACTION: Request ratification at Full Council.

7. **RISK & GOVERNANCE SUB-COMMITTEE:**

The Minutes of the Meeting held on the 27th March 2018 (attached) at the Council Office were approved for ratification at Full Council.

(Revised schedule attached)

ACTION: Seek ratification at Full Council.

8. **RESERVES POLICY:**

(a) The Chairman would provide recommended figures as regards Financial Risk Management for Full Council.

(b) Cllr.Footman referred to transferring any surplus over budget in respect of the Cemetery (5 of the Reserves Policy) and it was agreed to discuss this at Full Council.

ACTION: Cllr.Bibbings to provide above and Cllr.Footman's proposal as above to be discussed.

9. **POLICIES & PROCEDURES:**

It was agreed all these required reviewing.

ACTION: Commence review asap.

10. **NEIGHBOURHOOD PLAN:** Nothing to report.

11. **ACTION PLAN:** Cllr.Mrs.Baxter was reviewing this document.

12. **CO-OPTION PROCEDURE/CASUAL VACANCY:**
The EO had obtained some information from Legal/NALC but it appeared to require a revision of Standing Orders to cover this procedure.
- ACTION:** EO to look at Standing Orders, particularly in this respect, reporting back to the next Committee Meeting.
13. **ITEMS BROUGHT FORWARD FROM COMMUNITY SERVICES COMMITTEE MEETING SCHEDULED FOR 5TH APRIL 2018:**
None.
14. **ITEMS FOR NOTING:**
(i) **PACT:** The EO reported there was no longer a “Panel” at the Meetings, therefore, no need for a Parish Representative ss had been approved at Full Council on the 17th March 2016.
15. **ACQUISITION OF LAND FOR NEW CEMETERY:** Nothing to report.
16. **ITEMS FOR NOTING ONLY;** Nothing to report.
17. **DATE OF NEXT MEETING:** Wednesday, 9th May 2018 at 7.30.pm.
- The Meeting closed at 9.50 pm.