

WYTHALL PARISH COUNCIL

FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on Wednesday, 9th May 2018 at Council Office at 7.30.p.m.

PRESENT: Councillor D.Bibbings Chairman
 Councillor.Mrs.S.Baxter Vice Chairman
 Councillor Helen Cleaver
 Councillors.Mrs.Hession
 Councillor K. Footman
 Councillor P. Rattigan
 Councillor S.Peters
 Councillor.Mrs.S.Taylor
 Mrs.K.Harris Assistant to the Executive Officer

Prior to the commencement of the meeting Standing Orders were suspended whilst Mr Kevin Turner spoke about the Tennis Club Grant application. Standing Orders were then reinstated.

1. **APOLOGIES:** were noted and accepted from Cllr.Turner and Miss P Harrison, Executive Officer

2(a) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**

Cllr.K.Footman – Calc Membership Renewal – Member of Worcs Calc Executive
 Cllr.Mrs.S.Baxter – Calc Membership Renewal – Member of Worcs Calc Executive, Chairman Of NALC
 Cllr.Mrs.S.Baxter – Wythall Tennis Club – Knows Kevin Turner

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

None

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

(a) **NALC Employment Briefing E01-18/2018/19 National Salary Award**
 Salary increase for the Executive Officer and the Assistant to the EO were presented by the Chairman of Finance. It was agreed that the pay award be taken forward to a Personnel Meeting which is to be held on 17 May 2017, between the Statutory and Annual Meeting.

ACTION: Take to Personnel Committee

(b) **NALC PB01-18 – Information Commissioner Office/Statement on the GDPR**
 For noting

(c) **NALC Parliamentary Briefing/Data Protection Bill:**
 For noting

(d) **NALC 104-18/2018 Model Standing Orders**
 Deferred to look at within review of Standing Orders

- (e) NALC LTN1/Councils Powers to Discharge their functions
Deferred to look at within review of Standing Orders
- (f) NALC LTN 2/The Chairman of Local Councils
Deferred to look at within review of Standing Orders
- (g) NALC LTN5/Parish and Community Council Meetings
Deferred to look at within review of Standing Orders
- (h) NALC LTN8/Elections
To file
- (i) NALC LTN87/Procurement/Contracts
Deferred to look at within review of Standing Orders
- (j) NALC/Chief Executive Bulletin – 14,15,16 and 17
Noted

4. **CORRESPONCE:**

- (a) Bruno Peek – Battle’s Over – A Nations Tribute 11th November 2018:
CALC update Issue 13 refers to Alvechurch Parish Council request from other Parish Councils to share their experiences. Royal British Legion are looking to do something and will report back.

5. **FINANCE:**

- (a) Bank/Budgets: Figures in respect of April 2018 were presented for ratification at Full Council.
Agreed with minor amendments as follows:
New Cost Centre within the accounts for Debtors, to show amount received from County Council for the lengthsman services in the previous financial year.
Two creditors to be added to Creditors 17/18 Cost Centre – Allotment Toilet Roof and Hedge Cutting.
Code 171 to be amended to “Cemetery Information”.
New Code for the Tesco Bags of Help Grant with the £1000 received last year carried forward to spend in this financial year.

ACTION: Take to Full Council.

- (b) Short Term Earmarked Reserves and Creditors 17/18:
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
Kevin Turner was present to answer questions from the committee.
Following which it was agreed to provide a grant of £450 but with the

Tennis Club providing specific information going forward on what the grant was spent on.

ACTION: Seek ratification at Full Council.

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

- (i) Prior to approval the Assistant to the EO confirmed that the premium payable to WORCS CALC was increased by £65.35 on last years renewal
- (ii) Schedule approved for ratification at Full Council with the following requiring individual resolutions:

21/18 Shredder	-	£169.87
24/171 Cemetery Plan Upgrade	-	£60.00

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) **GDPR:**

(i) Review of Data Retention Management Policy - It was agreed to recommend to send the document out to all Councilors for review

(ii) Data Protection Policy – to be completed.

(iii) NALC L05-18 Data Protection Fees – renewal of £35 paid in March 2017 for the coming year, new fee would be £40 per annum.

The Assistant to the EO reported that the Executive Officer and herself were attending GDPR training on 23rd May, it was agreed that both Officers would be paid for their time attending this training

ACTION: As above

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

Deferred back from Full Council as some members of the Council had not had sight of the Risk Schedule. The Risk Schedule would be reviewed by the Chairman of Finance and re-circulated.

ACTION: Chair of Finance to review the revised Risk Schedule for re-circulation.

7. **POLICIES AND PROCEDURES – REVIEW:**

Cllr Footman agreed he would review the terms of reference for Committees if these were all printed off and supplied to him. It is thought that a term of reference for the Risk and Governance Sub Committee may be required.
All policies would be sent to all Councillors for review

ACTION: EO or Assistant to EO to provide hard copies of terms of reference for Committees to Cllr. Footman. All Policies to be circulated to all members of the Council for review.

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

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

10. **ITEMS BROUGHT FORWARD FROM COMMUNITY SERVICES COMMITTEE MEETING SCHEDULED FOR 3 May 2018:**

3.2 (b) Column 391 Houndsfield Lane (lower)

Costs now received for removal of this column
Western Power/disconnect service - £509.19 plus VAT
Prysmian/remove column - £ 50.00 plus VAT
£559.19 plus VAT

It was agreed to recommend to Full Council that the work be carried out and assigned against 'Code 164 – Unclaimable Damage' cost centre.

ACTION- seek ratification at Full Council

4. Parish Lengthsman

Deferred back from Full Council the request for an increase in the hourly rate was agreed and to recommend to Full Council that this be increased from £11 per hour to £14 per hour. Which means an unbudgeted expenditure of £980 in the 2018/19 Budget.

ACTION – Seek ratification at Full Council

7 (c). Cemetery Plan

It was agreed, in retrospect, to pay the for the update of the Cemetery Plan at a cost of £50 plus VAT and due to the reduced quote for the Cemetery folders this would be paid for from amended Cost Centre 171 Cemetery Information

ACTION – seek ratification at Full Council.

11. **ITEMS FOR NOTING:**

New Homes Bonus: The Assistant to the EO had reported that the New Homes Bonus Scheme for 2017/18 had opened on 8th May and details could be found on the Bromsgrove District Council Website.

12. **ACQUISITION OF LAND FOR NEW CEMETERY:** Nothing to report.

13. **DATE OF NEXT MEETING:** Wednesday, 6th June 2018 at 7.30.pm.

The Meeting closed at 9.25 pm.