



## MINUTES OF WYTHALL PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 11<sup>th</sup> SEPTEMBER, 7.30 PM

**PRESENT:** Cllr. Sue Baxter Committee Chairperson  
Cllr. Dianne Taylor PC Chairperson  
Cllr. John Blewitt  
Cllr. Sarah Hession  
Cllr. Les Turner  
Cllr. Omar Ahmed  
Cllr. Stephen Peters  
Cllr. Margaret Dempsey  
Cllr. Ken Footman

**ALSO, PRESENT:** Ms. Naazlin Somani Parish Clerk

### 1. APOLOGIES

Apologies were received from Councillors Helen Cleaver and Philip Rattigan; these were agreed by all Councillors present.

### 2. DECLARATIONS OF INTERESTS

Councillors Hession, Baxter and Turner declared an interest in item 6 – grant application from Wythall Community Association. Noted that Councillors Hession, Baxter and Turner had dispensation allowing participation in the discussion.

### 3. MINUTES OF THE PREVIOUS MEETING

Members received and approved the minutes of the previous meeting held on Wednesday 10<sup>th</sup> July 2019.

### 4. CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC

Reported Councillors Cleaver and Turner had complied a response to the WCC Transport Strategy Consultation on behalf of the Council. Reported that the Clerk had submitted the response.

**ACTION:** agreed that the response would be circulated to full Council for ratification.

### 5. CORRESPONDENCE

Nothing to report.

### 6. GRANT APPLICATIONS

Noted an email which had been received from the Wythall Community Association requesting a grant toward the cost of two Servicemen. Noted that the Servicemen worked 39 hours per week and were responsible for maintaining the

park, play areas, outside toilets, changing rooms and tidying rubbish left in the park from users. The cost of the Servicemen was £16,650.00. A request for a grant similar to the previous year of £12,000.00 was requested.

The Council discussed at length the options for awarding a grant and potential conditions which would be applied.

The Committee agreed to request the following information prior to making a decision on awarding the funds:

- a) Itemisation of account for the three areas: (i) park; (ii) Club; and (iii) Community Association. Agreed that there needed to be a clear split of the three areas in the account provided.
- b) Copies of the most recent RoSPA inspection for the play equipment in the park area and any additional health and safety inspections which have been completed.

Agreed that Wythall Community Association would be advise to communicate to the Council via the Parish Clerk.

**RECOMMEND** to full Council that a lettering is written to WCA requesting the additional information.

## 7. FINANCE

The Finance Committee agreed the following actions:

7.1. **RECOMMEND** to full Council the payment list for August 2019 (retrospective payment) and September 2019.

7.2. **AGREED** the transfer of £10,000.00 (ten thousand pounds) from the CCLA account to the Lloyds current account for the payment of the September 2019 invoices.

7.3. **RECOMMEND** to full Council the bank reconciliation for August 2019 and expenditure to date, against the annual budget.

## 8. ITEMS RECOMMENDED FROM THE COMMUNITY SERVICE COMMITTEE

The Committee noted the quote received from Swiftwell to undertake a tree survey in the allotments. **RECOMMEND** that full Council consider the quote to undertake a tree survey at the allotments.

The committee discussed the purchase of additional grit bins. **ACTION:** The Parish Clerk investigate the cost of purchasing new grit bins. **RECOMMEND** that the costs be presented to full Council for decision.

## 9. INTERNAL AUDITOR

The Committee agreed to **RECOMMEND** to full Council that Robert Wood be appointed Internal Auditor for the period 2019-20. Agreed that the NALC audit schedule would be forwarded to Mr Wood.

## **10. OFFICE EQUIPMENT**

The committee considered the purchase of a laptop for the Parish Office.

**ACTION:** The Parish Clerk to investigate costs for purchasing a laptop.

**RECOMMEND** to full Council for decision.

## **11. MOVE TO CONFIDENTIAL MEETING**

In view of the nature of the business to be discussed members of the public (if any) were asked to leave the room in accordance schedule 12A, Local Government Act 1972 and the Parish Councils Standing Order 3(d).

## **12. STAFFING**

**12.1.** To consider proposal from the Personnel Committee regarding temporary administration support in the Council Offices.

**RECOMMEND** to full Council that the current temporary arrangements would be formalised for a further period of three months, up to the end of December 2019. The current particulars of employment would remain the same.

**RECOMMEND** to full Council that a four-day holiday bonus would be given to the temporary admin support for each quarter worked. **RECOMMEND**, retrospective payment for the three-month period June to August.

**12.2.** To consider proposal from the Personnel Committee regarding the appointment of a Registrar for the Cemetery.

**RECOMMEND** to full Council that the position of Registrar is incorporated within the duties of the Parish Clerk, as previously done. **ACTION:** proposal for the remuneration/allocation of hours to be presented to the full Council meeting.

**13. DATE OF NEXT MEETING:** **Noted**, the date of the next Finance Committee meeting is scheduled to take place on Wednesday 9<sup>th</sup> October 2019 at 19:30 hrs, in the Parish Council Offices.

The Meeting closed at 20:53 hrs.