



**MINUTES OF WYTHALL PARISH COUNCIL FINANCE, POLICY AND
RESOURCE COMMITTEE MEETING HELD ON WEDNESDAY 9th OCTOBER,
19:30 PM**

PRESENT: Cllr. Sue Baxter Committee Chairperson
Cllr. Dianne Taylor PC Chairperson
Cllr. John Blewitt
Cllr. Omar Ahmed
Cllr. Stephen Peters
Cllr. Margaret Dempsey
Cllr. Ken Footman
Cllr. Helen Cleaver
Cllr. Philip Rattigan

ALSO, PRESENT: Ms. Naazlin Somani Parish Clerk

1. APOLOGIES

Apologies were received from Councillors Sarah Hession and Les Turner; these were agreed by all Councillors present.

2. DECLARATIONS OF INTERESTS

There were no declarations of disclosable pecuniary interests. Councillor Baxter declare an interest in item 13.2 on the agenda in view of links with the SLCC.

3. MINUTES OF THE PREVIOUS MEETING

Members received and noted the minutes of the previous meeting held on Wednesday 11th September 2019. Noted that the minutes had been adopted at the full Council meeting held on 19th September.

4. REVIEW OF COUNCIL ACTIONS

Councillors reviewed the Council action table, circulated at the meeting. Reported an updated on the following actions:

- i. Parish Council Open day: reported that the WCA had one date available, 25th November. Availability had not yet been received from Woodrush. **AGREED** that a date needed to be confirmed by the end of the week to allow time to make arrangements. Agreed an update would be provided at the full Council meeting.
- ii. Lenghtsman: reported that the Clerk had met with the Bromsgrove Place Team, details of which were given at the meeting. The agreement with the Place Team would be under the same terms as the Lenghtsman agreement.

RECOMMEND to full Council that the Council proceed with the Bromsgrove Place Team for Lenghtsman services.

- iii. Grit bins: **AGREED** that an update would be available for the full Council meeting.

5. CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC

Considered the Bromsgrove District Plan consultation. Noted, the consultation was open for comment for the next 6 weeks. Noted, that the Council open day was due to take place after the consultation had ended however, the Parish Council had been advised that comments would still be taken in to consideration.

Agreed, Councillor Peters would review the documents for the Parish Council and highlight areas where the Council needed to draw its attention. Information regarding the consultation was available on the BDC website.

ACTION: request that the Bromsgrove District Plan team attend the open day and clarify that comments from the open day will be taken in to consideration.

ACTION: Councillor Peters to review the District Plan.

Considered the pavement parking order being moved forward by Councillor Kent, discussed at a previous meeting of the Council. Clarification was required on whether the Council had submitted a response. **ACTION:** Parish Clerk would write a note of apology to Councillor Kent noting that the matter had fallen through the net due to the summer recess and a period of change in the Parish Office. The Parish Council would form a response. Agreed that the letter would be copied to Gary Williams.

6. CORRESPONDENCE

Nothing to report.

7. GRANT APPLICATIONS

Considered a grant application from the Royal British Legion for support towards the resurfacing of the carpark.

ACTION: check if a grant can be given due to the British Legion being a Limited company.

RECOMMEND to full Council, subject to above, that the Parish Council does not award a grant to the British Legion due to insufficient community benefit. It was suggested that they contact housing 21 for support.

8. COUNCIL POLICIES AND PROCEDURES

8.1. Considered the NALC Standing Orders. Agreed, a further review of the model standing orders was required to ensure that they aligned with elements of the Parish Council's current version. **AGREED** a further discussion would take place early in the new year. Agreed Councillor Peters and Councillor Footman would review the Standing Orders and provide comments to the Clerk.

- 8.2. Considered the NALC Financial Regulations **AGREED** a further discussion would take place early in the new year. Agreed Councillor Peters and Councillor Footman would review the Financial Regulations and provide comments to the Clerk.
- 8.3. Considered and agreed that the Committee would recommend to Council an interim independent review of internal controls. Noted, the review and the NALC audit framework would form a foundation for the Council to maintain good practise going forward.

Noted, CALC had recommended an auditor to undertake the review,

RECOMMEND to full Council that an internal review undertaken. **AGREED** the name of the auditor and cost of the audit would be presented to full Council.

AGREED that a line would be drawn under work done prior to August 2019, when the new Clerk came into post. This applied to Cemetery compliance and financial controls within the Parish Office. The Clerk would review controls and update practises going forward.

9. FINANCE

The Finance Committee agreed the following actions:

- 9.1. **RECOMMEND** to full Council the payment list for October 2019. Noted the additional payment for the Allotment Association.
- 9.2. **AGREED** the transfer of £20,000.00 (twenty thousand pounds) from the CCLA account to the Lloyds current account for the payment of the October 2019 invoices.
- 9.3. **RECOMMEND** to full Council the bank reconciliation for September 2019 and expenditure to date, against the annual budget. Noted updates were being made to the earmarked reserves to realign budget amounts where changes had been agreed but records not updated.

Noted, the section 145 payment has been posted to the wrong place.

- 9.4. Received the external auditors report for the financial year ending 31st March 2019. **AGREED** that this would be published on the Parish Council website.

10. PARISH COUNCIL WEBSITE

Considered current costs of the Parish Council website and potential savings which could be made. Reported details of changes to accessibility requirements for Public Sector websites, new regulations came into force on 23 September 2018 - Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The 2018 regulations build on existing obligations to people who have a disability under the Equality Act 2010 (or the Disability Discrimination Act 1995 in Northern Ireland).

AGREED in principle however, further investigation was required to ensure that the new package would enable the Council to meet accessibility requirements for Public Sector websites.

ACTION: Clerk to investigate hosting packages which would be suitable and costs.

11. ITEMS RECOMMENDED FROM THE COMMUNITY SERVICE COMMITTEE

Discussed the sponsorship of Islands and the process. Agreed, confirmation was required whether Wythall Island could be sponsored under the terms of the licence and whether and revenue could be collected by the Parish Council. Agreed, planning permission requirements for the sponsorship boards needed to be checked.

ACTION: check with WCC if Wythall Island could be sponsored under the terms of the licence and whether and revenue could be collected by the Parish Council.

ACTION: check planning requirements.

12. ITEMS RECOMMENDED BY THE COUNCILS CEMETERY WORKING GROUP

Considered the fee proposal, presented at the meeting.

Discussed reserved plots for non-residents. **AGREED** this would be discussed further by the Cemetery Working Group and brought back as a proposal to a future meeting. The current policy on reservations for non-residents would remain in place.

AGREED the Cemetery Working Group would review the number of burial and cremation plots that were still available in the Cemetery.

AGREED separate accounting for the Cemetery would commence in the next financial year. This would allow the Council to better review income and expenditure for the cemetery.

RECOMMEND the fee proposal to full Council. **AGREED**, the non-resident fees for the purchase of a plot would be 4x the fees for a resident.

13. TRAINING AND MEMBERSHIP

Considered the Clerks request to attend the CALC Training on Cemetery Management. **RECOMMEND** to full Council that the Clerk attend and Cllr. Rattigan.

Considered the Clerks request to become a member of the SLCC.

RECOMMEND to full Council that the Clerks request to become a member of the SLCC is supported.

Adopted at Full Council
17th October 2019

14. DATE OF THE NEXT MEETING **Noted**, the date of the next Finance Committee meeting was scheduled to take place on Wednesday 13th November 2019 at 19:30 hrs, in the Parish Council Offices

15. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED, in terms of schedule 12A, Local Government Act 1972, the following items are likely to disclose exempt information relating to the establishment and contractual matters and it is, therefore, recommended that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

16. No. 37 SILVER STREET

Reported that the Clerk had visited the site and reviewed the work which needed to be completed. Noted that quotes for the work were being obtained and would be presented to the Council once received.

Discussed the lease for 37 Silver Street and the current Parish Office. Noted, the lease on the current office was due to end in 2025. The Council needed to consider and investigate options as part of the Council action plan going forward.

RECOMMEND: to full Council further discussion.

17. PENSION

Considered pension arrangements for staff **AGREED** a comparison of the nest scheme against other possible schemes would be presented to the next meeting for review.

The Meeting closed at 21:13 hrs.