



MINUTES OF WYTHALL PARISH COUNCIL FINANCE POLICY AND RESOURCE COMMITTEE MEETING HELD ON THURSDAY 14th NOVEMBER, 7.30 PM

PRESENT: Cllr. Sarah Hession Committee Vice-Chairperson
Cllr. Omar Ahmed
Cllr. Margaret Dempsey
Cllr. John Blewitt
Cllr. Les Turner
Cllr. Helen Cleaver
Cllr. Ken Footman

ALSO, PRESENT: Ms. Naazlin Somani Parish Clerk

1. APOLOGIES

Apologies were received from Councillors Sue Baxter, Dianne Taylor, Philip Rattigan and Stephen Peters; these were accepted by all Councillors present.

2. DECLARATION OF INTERESTS

2.1. There were no declarations of disclosable pecuniary interests reported by members present.

2.2. Councillors Les Turner, Helen Cleaver and Sarah Hession declared an interest in item 5.1 on the agenda, correspondence from Wythall Community Association. Councillor Helen Cleaver declared an interest in the poppy appeal, under 6.1 on the agenda.

3. MINUTES OF THE PREVIOUS MEETING

Noted, minutes of the meeting held on Wednesday 9th October 2019, previously approved at the full Council meeting on 17th October 2019. Noted, 'Councillors present' was updated to record that Councillor Philip Rattigan was present at the meeting.

4. CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC:

Noted, Councillor Stephen Peters was due to review the Bromsgrove District Plan and identify areas for consideration by the Parish Council. Agreed, this would remain on the agenda for the next meeting.

Noted, in the main the Bromsgrove District Plan focused on Bromsgrove Town Centre and had little impact on Wythall.

Noted, the Council had not yet responded to the consultation on the prohibition of parking on footpaths and verges on various roads in Hollywood. Agreed, this would be place on the agenda of the November full Council meeting.

5. CORRESPONDENCE

5.1. Correspondence from Wythall Community Association regarding the grant.

Considered, the correspondence from Wythall Community Association, responding to the Council's letter awarding a grant of £1000 a month for a period of six months.

Councillor Sarah Hession proposed that the Council respond to the letter highlighting that the park was at the heart of the community hence the Council's condition to ensure that the grant was used for purposes of making improvements to the park and its facilities.

Agreed that the letter would include examples of projects the grant could be used for, these would be focused around the park and included improvements to the tractor shed, the purchase and maintenance of benches and/or bins, bin bags and the purchase of sand for the play area.

The proposal was seconded by Councillor Margaret Dempsey and unanimously agreed.

ACTION: Recommend to full Council that the Council responds to the letter, as above.

Agreed, a draft copy of the letter would be tabled at the full Council meeting on 21st November.

All councillors expressed concern with the tone of the letter. Councillors agreed that correct procedure was to send formal letters by post and this should be continued with all future correspondence.

Noted the process expected following the implementation of parking charges at Wythall Community Association.

5.2. Correspondence from Clerks and Councils Direct regarding subscription.

Considered correspondence regarding the Council's subscription for Clerks and Councillors Direct. Noted, at present all Councillors had a subscription to receive a copy. Some of the subscriptions were for previous Councillors.

Agreed that the Council would subscribe to have one office copy which would be available to Councillors. Agreed the Clerk would make Councillors aware if there were relevant articles to consider and read.

6. FINANCE

6.1. Considered the payments for November 2019. Agreed to **RECOMMEND** to full Council that the payment list be approved subject to the following amendments:

- The Council pay the Royal British Legion directly for the grant towards the Last Night of the Poppy Proms; and
- The invoice for refreshments at the Beating of the Bounds be added to the list of payments.

6.2. Agreed the transfer of £5000.00 (five thousand pounds) from the CCLA account to the Lloyds account for November payments

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6.3. Agreed to **RECOMMEND** to full Council for approval the bank reconciliation for October 2019.

6.4. Agreed to **RECOMMEND** to full Council the 'expenditure to date' against the annual budget.

Noted, a meeting to plan the 2020-21 budget was due to take place in the coming weeks between the Clerk, Chair of Finance and the Vice-Chair of Finance.

Discussed projects the Council could move forward with in the next financial year and planning for such projects in the budget. Noted, the Councils desire to become more active in the community and host events, projects and various activities.

Noted concerns from some Councillors whether the Council had the power to ringfence monies for such projects and whether the Council had the power to move such projects forward. Agreed, the Clerk would obtain details of the powers pertaining to Parish Councils from the Local Association.

Considered the Councils grants procedure and whether there needed to be a more formalised process and a policy in place. Agreed, the Clerk would investigate procedures of other Parish Councils to assist with identifying best practise and would obtain some model policies.

Discussed, having Christmas trees in the Parish. Suggested that the Council investigate costs associated with dressing live trees. Noted that these lights remained in situ all year round and could possibly be used for other events throughout the year. Agreed, the Clerk would investigate Christmas lighting options and report back for a further discussion.

7. ALLOTMENT ASSOCIATION FEES

Reported, the Council had approved an increase to the Allotment fees in April 2019 however, the minutes of the meeting had recorded a decrease in fees. It was agreed that this was an error. Agreed to **RECOMMEND** to full Council that the correct fees be agreed, these were:

Year 1 (2020)	£29.00
Year 2 (2021)	£30.00
Year 3 (2022)	No increase
Year 4 (2023)	£31.00
Year 5 (2024)	£32.00

8. PARISH COUNCIL UTILITIES

The Clerk reported that the parish office utility contracts were due to end in December. Agreed, costs for new contracts would be presented at the November full Council meeting for consideration and approval.

9. OFFICE EQUIPMENT – PHOTOCOPIER

The Clerk reported that the parish office photocopier was not working correctly and required a new part following a service by the engineer however, the model had been discontinued and parts for the copier could no longer be obtained. Agreed, quotes for the

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rental of a new machine would be provided at the November full Council meeting for consideration.

10. DATE OF NEXT MEETING

Noted, the date of the next meeting would be circulated following confirmation of committee dates at full Council on 21st November 2019.

11. TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS

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

12. ALLOTMENT ASSOCIATION APPEALS

The Clerk requested clarification on the appeals process for the Allotments. Noted that an appeal had been received.

The Council considered the details of the appeal and supported the Clerk in the suggested outcome of the appeal. Noted a review date of 31st March 2020.

Agreed that the Council needed to review the appeals process, this would be moved forward by the Allotment Working Group and a revised procedure brought to a future meeting.

Closed at 21:05