

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893
07410 906 282

exec@barntgreen.org.uk
www.barntgreen.org.uk



Finance & General Purposes Committee Meeting

Members are duly summoned to attend the meeting of Barnt Green Parish Council Environment Committee to be held on Monday 9th July 2018 at 10.00am in the Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF.

Agenda

F18-01	Apologies To receive apologies and to approve the reason for absence.
F18-02	Declarations of Interest - Councillors are reminded to, when applicable: a) Register of Interests: keep their register of interests updated. b) Declare Disclosable Pecuniary Interests in items on the agenda and their nature. c) Declare any Other Disclosable Interests in items on the agenda and their nature. d) Members' written requests for the grant of a dispensation (S33 of the Localism Act 2011) are to be submitted to the EO in advance of the meeting Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Members' Code of Conduct, must leave the room when discussed unless granted a dispensation.
F18-03	The meeting will be adjourned for Public Question Time The time allocated is at the discretion of the chairman. Members of the public are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman but otherwise may not take part in the committee meeting.
F18-04	To note the Committee's Terms of Reference Terms of Reference approved by the Council 21/05/2018 are attached. As a new committee, there are no previous minutes to approve.
F18-05	To consider: a) Review of the council's Finance Regulations (separate attachment) b) Review the council's Internal Controls and banking arrangements (separate) c) Review the council's asset register (separate attachment) d) Monitor of the first quarter's performance against budget (attached) e) Confirm the council's balances and recommend capital release for projects Including street light renewal and litter bin purchase (attached)
F18-06	Councillors' reports and items for future agendas Councillors may use this opportunity to: (i) report minor matters of information not included elsewhere on the agenda; (ii) raise items for future agendas.
F18-07	Date and venue of next meeting Monday 8 th October 2018, 80 Hewell Road.

Committee Members

Councillors: R Cholmondeley (Chairman),
C Hotham, J Jagger, P Perry

Executive Officer, 03/07/2018

**FINANCE & GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE**

Membership

The committee will consist of four members of Barnt Green Parish Council.

Quorum

Three members will constitute the minimum number required for a meeting to proceed.

Meetings

The committee will meet at least four times per year on the second Monday of January, April, July, October and as and when required at the Parish Council office on such time to be agreed between members.

All meetings of the Finance & General Purposes Committee will be open to the public and clerked. Minutes will be made available within one month of the meeting and referred to the next meeting of the full council.

Public participation

Members of the public will be allowed to participate during 'Open Forum' – a period of up to 15 minutes – only.

Delegated responsibilities

The Committee has delegated authority to:

- a) Monitor and review policy regarding financial procedures including banking arrangements;
- b) Monitor quarterly actual payments and receipts against budgeted payments and receipts;
- c) Undertake the annual assessment of risks facing the council in line with the Risk Management Policy and assessment procedures;
- d) Undertake the annual review of the council's asset register;
- e) Annually review the council's insurance cover;
- f) Approve emergency expenditure of between £1,000 - £20,000;
- g) Appoint and liaise with, if required, the independent internal auditor;
- h) Review the Annual Return Accounting Statements and contribute to completion of the annual Governance Statement prior to consideration by the full council;
- i) Prepare a draft annual budget for approval by the council, including precept recommendations;
- j) Prepare strategies for the parish council including support for events, purchase of capital goods and equipment.

Budget requirements

The committee will identify any budgetary requirements at its meeting in October, to include the cost of appointing the independent internal auditor.

Decisions taken in relation to emergency expenditures will be referred to the next meeting of the full council.

Agreed at Barnt Green Parish Council meeting held

Review date: May 2019

Review of the council's Financial Regulations

The current regulations used at Barnt Green PC are based on the NALC model document for all parish councils. They are established good practice and therefore reliable, however at certain points in the model document a choice can be made to be determined by each council. The reason for including them for consideration at this meeting is to consider the following options:

Paragraph 3.

3.1 Choice of including either "to be considered by the relevant committee and the council" or simply "to be considered by the council".

3.2 Refers to "the council's three year forecast of revenue and capital receipts and payments, including recommendations for the use of reserves and sources of finding and update the forecast accordingly." At the moment BGPC does not have a 3-year forecast!

Paragraph 4

4.1 Are these amounts acceptable? ('Alto' card to be substituted with 'Pockit' card).

4.5 Is this limit acceptable?

Paragraph 5

5.1 The council's banking arrangements are confirmed by the full council.

Paragraph 6

6.3 Payments are no longer made by cheque (although can be in absolutely necessary); rather they are effected through the BACS system.

6.11 This requirement should be removed. If a PIN is required to authorise bank access, then its loss, or the non-availability of the PIN owner, is a matter for the council to sort out with the bank, rather than for members to use another person's PIN.

6.12 As for above, a member's PIN must never be disclosed to anyone even if bearing a written authorisation.

Paragraph 9

9.3 NB BGPC has not reviewed income charges for a while.

Paragraph 13

13.4 To add at the end "...and report such actions to the next meeting of the council."

Paragraph 14

14.2 Choice of amount (currently shown as £500)

RECEIPTS AS at 30/06/2018	Agreed budget 2018/19	Budget summary	Actual as at 30/06/2018	Actual (summary)as at 30/06/2018	
Precept	62,440.00	62,440.00	31,220.00	31,220.00	1 st half precept
Interest	150.00	150.00	19.83	19.83	1 st quarter interest
Lengthsman reimbursement	1,888.00	1,888.00	-	-	Not yet applied
VAT Refund	5,000.00	5,000.00	-	-	Not yet applied
Other income	500.00	500.00	57.50	57.50	Park wayleave
Hires (room / playing field)	600.00	600.00	170.00	170.00	Playing field hire
Total receipts	70,578.00	70,578.00	31,467.33	31,467.33	
PAYMENTS As at 30/06/2018					
Staff Costs	17,500.00		4,346.17		
Chairman's expenses	250.00		-		
Office Running costs	7,000.00		1,669.44		
Training and Publications	500.00		110.00		
Meeting Rooms and Refreshments	100.00		-		
Subscriptions	950.00		843.02		NALC/CALC
Insurance	800.00		790.33		
Auditor Fees	510.00		242.40		
Legal/Professional Fees	500.00		-		Expect to increase
Loan repayments	-		-		
Election costs	500.00		-		
Donations	1,000.00		-		
General admin cost (inc bank charges)	650.00		85.34		
Administration		30,260.00		8,086.70	
Newsletters	850.00		150.00		
Website	180.00		-		
Communications		1,030.00		150.00	
Park Mowing	1,155.00		285.00		
Park Maintenance	500.00		121.80		
Park Safety Inspections	70.00		66.50		
Playing Field		1,725.00		473.30	
Field Mowing	2,000.00		697.23		
Field Maintenance	2,000.00		40.00		
Field Safety Inspections	70.00		66.50		
Millennium Park		4,070.00		803.73	
Hanging baskets	500.00		-		Not yet paid for
Planters	1,400.00		-		OPC charges
Other environmental	5,280.00		1,361.98		
Village Environs		7,180.00		1,361.98	
Lights Maintenance/repairs	4,000.00		660.00		
Lights Electricity	3,500.00		605.75		
Christmas Lights/Tree	8,000.00		955.64		Hire deposit paid for 2018 lights
Street Lighting		15,500.00		2,221.39	
Lengthsman charges	2,000.00		-		
Highways	-		-		
Highways		2,000.00		-	
Community Walks and other events	2,000.00		320.00		Fun Run (expect to double)
Neighbourhood Plan	500.00		-		
		2,500.00		320.00	
Payments: Revenue Budget	64,265.00	64,265.00	13,417.10	13,417.10	The capital project relates to installation of water tap in park.
Capital Projects funded via Reserves	-	-	3,831.84	3,831.84	
VAT paid	5,000.00	5,000.00	1,081.24	1,081.24	
Total payments	69,265.00	69,265.00	18,330.18	18,330.18	

Notes to budget.

Of the amount held in reserves:

1. £500 relates to funds received 2017/18 from WCC to pay towards the costs of improving the drainage off the footpath past the scout hut. The parish council is to contribute c£600 towards the total cost expected to be IRO £2,100 – an invoice has yet to be received from North Worcestershire Water Management.
2. Over the last 3 years, the amount of £7,000 has been budgeted to support the Neighbourhood Plan, which has not been spent. I do not recall a decision to roll the amounts over although this would be the implication. Support funding for Neighbourhood Planning is available via 'Locality'.
3. This is the detail of reserves from the 2016/17 audit explanation:

Completion of playing field footpath	Short-term	5000
Renewal of footpath lighting	Short-term	20000
Neighbourhood Plan	Short-term	4500
Cricket Club grant allocated 2015/16 (not yet paid)	Short-term	500

4. Apart from the Cricket Club grant which has since been paid, none of the other items has been taken forward.
5. There was no detail of reserves submitted for the 2017/18 explanation (not a requirement from the External Auditor). The amount carried forward at 31/03/2018 was £76,694 and the amount currently held in the council's accounts is £89,830.
6. Expected expenditure for 2018/19 is £69,265 (£18,330 already spent) and expected income £70,578 (£31,467 already received).

Agenda item F18/05e

Following on from agenda item F18/05d

Confirm the council's balances and recommend capital release for projects including street light renewal and litter bin purchase.

Members are asked to consider items of expenditure that will occur that have not been included in the revenue budget because they are items of capital expenditure.

With regard to

- a) street light renewal, I have lodged a request for advice with WCC lighting department.
- b) Litter bin purchases for the playing field are likely to cost IRO £500, including installation.
- c) Commuters' car park signage, litter bin and grit bin – awaiting response from CALA site manager to advise the date of handover and transfer of commuted sum.

Other items of expenditure not included in the budget:

- a) Wayleave at Millennium Park: currently appointed a solicitor to act on the parish council's behalf to negotiate terms with the wayleave holder, and a land valuation to ensure the parish council is complying with its fiduciary duties with regard to the amount of wayleave received. There is the possibility the costs will be paid by the other party.