

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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Finance & General Purposes Committee Meeting

Members are duly summoned to attend a meeting of this committee to be held on Monday 14th January 2019 at 10.00am in the Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF.

Agenda

F19-01	Apologies To receive apologies and to approve the reason for absence.
F19-02	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.
F19-03	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.
F19-04	To approve the minutes of the committee meeting held 08/10/2018
F19-05	To consider: a) Savings arrangements agreed at meeting held 08/10/2018 (decision not acted upon due to likely deleterious impact on savings) and to decide to close existing savings account to transfer funds to an account offering a better rate of interest. b) To review all other actions from the previous meeting c) Replacement of existing sodium lighting with LED-style lamps as each sodium light fails and to establish a working party to prepare costings for the council. d) The budget for 2019/20. e) Recommendation of the precept for 2019/20 for council approval 21/01/2019.
F19-06	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.
F19-07	Date and venue of next meeting Monday 8 th April 2019, 80 Hewell Road.
Committee members: Councillors: R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry	 Executive Officer

FOR REFERENCE

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

For information

Barnt Green Parish Council Bank Reconciliation to 31/12/2018

Bank Reconciliation 31st December 2018			
Cash in hand at 1 April 2018			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge Building Society	54,801.13		
Opening bank balances		£78,215.34	
Add pockit	200.00		
Less unrepresented cheques	-1,721.89		
Opening Cash Book balance		£76,693.45	
Add receipts between 1 April - 31 Dec 2018	69,156.86		
Less payments between 1 April - 31 Dec 2018	52,901.29		
Cashbook balance at 31 Dec 2018		£92,949.02	A
Cash in hand per bank statements at 31 Dec 2018			
Unity Bank current account	144.04		
Unity Bank deposit account	38,235.85		
Cambridge B/S	54,801.13		
Pockit account	200.00		
less unrepresented payments, as list below	432.00		
Bank balances at 31 Dec 2018		£92,949.02	B
	A - B =	£0.00	
Signature of the Responsible Finance Officer			
Councillor's signature			
unrepresented payments			
Singletons nursery, v154	432.00		
	432.00		

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Finance & General Purposes Committee Meeting
Monday, 8th October 2018 at 10am at 80 Hewell Road B45 8NF
MINUTES

Members present	Cllrs R Cholmondeley (Chairman), C Hotham, P Perry
In attendance	Gill Lungley, Executive Officer
F18-08	Apologies Cllr J Jagger
F18-09	Declarations of Interest No declarations of interest received.
F18-10	The meeting will be adjourned for Public Question Time No requirement to adjourn the meeting.
F18-11	To approve the minutes of this committee meeting held 09/07/2018 The minutes of the meeting held 09/07/2018 were approved and signed.
F18-12	<p>Members considered the following business:</p> <p>a) Transfer of funds from deposit account to Building Society Account AGREED to transfer £10,000 from the bank deposit account to the Cambridge Building Society (CBS) account as soon as possible.</p> <p>To also:</p> <p>aa) add Cllr P Perry to the list of CBS signatories; ab) check interest rate at CBS ac) consider what is offered by alternative instant-access accounts.</p> <p>b) Review of half-year performance against budget Adjustments were made to the projected outturn on lines 9 (office running costs) and 18 (grants / donations) and accepted.</p> <p>Members noted:</p> <ul style="list-style-type: none"> - New office reference book is now available. The 11th edition of Local Council Administration (Charles Arnold-Baker) ed. Paul Clayden for £103.99. <p>c) Review of the Council's level of risk The Risk Review Log for the year ended March 2018 was presented and noted. Members agreed to:</p>

	<p>ca) undertake a more formal inspection of the physical assets annually; cb) carry out a quarterly check of salary/HMRC/NI/pension payments; cc) purchase a fire extinguisher for use in the office; cd) ask the landlord whether the recent fire safety assessment was acceptable.</p> <p>d) Future plans to 2023 AGREED to prepare a 3-year budget plan.</p> <p>e) Preparation of the 2019/2020 budget AGREED Cllr R Cholmondeley and the Executive Officer would draft a budget in advance of the next meeting of this committee for eventual approval at the Council meeting on 21st January 2019.</p>
F18-13	<p>Councillors' reports and items for future agendas None noted.</p>
F18-14	<p>Date and venue of next meeting Monday 14th January 2019, 80 Hewell Road.</p> <p>This meeting ended at 10.57am.</p> <p>-----</p> <p>Chairman</p> <p>-----</p> <p>Date</p>