

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Finance & General Purposes Committee Meeting Monday 6 January 2020 at 10.00am Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF

<b>Present:</b> Councillors R Cholmondeley (Chairman), C Hotham, P Perry	
<b>In attendance:</b> Mrs T Bodley (Executive Officer) 1 Member of the Public (from 10:28)	
<b>F20-01</b>	<b>Apologies</b> None received
<b>F20-02</b>	<b>Declarations of Interest</b> - Councillors were reminded to, when applicable: a) keep their register of interests updated (Register of Interests). 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.  No special interests were declared.  There were no requests for a dispensation.
<b>F20-03</b>	<b>Open Session to allow Public Question Time</b> (This agenda item was discussed at 10:28 following the arrival of a member of the public wishing to address the committee)  A member of the public expressed concerns about the water leak on Hewell Road that had not been rectified when Severn Trent returned to complete the water mains replacement.  <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">RESOLVED: that the EO would request an update with AMEY regarding a date for the water leak repair to be carried out.</div>
<b>F20-04</b>	<b>Approval of the minutes of the committee meeting held 14/01/2019</b>  The minutes of the meeting held 14/01/2019 were approved and signed.

<p><b>F20-05</b></p>	<p><b>Items of business</b></p> <p>a) To review actions from the previous meeting:</p> <ul style="list-style-type: none"> <li>i) Review of Council's level of Risk – Risk Management Policy, created and approved July 2019, Risk Management Scheme, created and approved September 2019, Risk Register, identifying council assets, created and approved September 2019.</li> <li>ii) Preparation of a 3-year budget plan – EO reported that as part of CiLCA training a three-year Forward Plan had been created along with a 12 Month Action Plan detailing proposed costings/budget.</li> <li>iii) Replacement LED Bulbs Contract for Street Lighting – The contract had been awarded and work is due to commence 20 January 2020.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>RESOLVED:</p> <ul style="list-style-type: none"> <li>i) That the report that subsequent reviews of the Council's risk had been undertaken and approval was noted.</li> <li>ii) That the prepared three-year Forward Plan and 12-month Action Plan would be circulated at the Parish Council Meeting for information.</li> <li>iii) That the update on the LED Contract was noted.</li> </ul> </div> <p>b) <b>The budget for 2020/21.</b></p> <p>A draft budget arising from comments made at previous meetings was circulated and discussed.</p> <p>The finalised budget is attached.</p> <p>c) <b>Recommendation of the precept for 2019/20 for council approval 21/01/2019.</b></p> <p>When setting the budget, members' preference had been to maintain the precept impact on the council taxpayer at the same level as for the last few years, ie £62.47pa for Band D council taxpayer (pro rata for all other bands). The recommendation to the full council meeting would be to precept for £64,000.</p> <p>d) <b>Commuter Car Park Contract</b></p> <p>Cllr Hotham made reference to point 12.5.1.2 regarding the provision of lighting on any roads over which has right of access to the car park. It was agreed that there was sufficient street lighting in the area and the risk of a requirement to provide further lighting was minimal.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>RESOLVED: that the contract was signed by the Chairman and Vic-Chairman and witnessed by Cllr Perry.</p> </div> <p>e) <b>Wayleave Lease Agreement – Cadent Gas</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>RESOLVED: that the lease agreement was approved.</p> </div>
<p><b>F20-06</b></p>	<p><b>Councillors' reports and items for future agendas</b></p> <p>Councillors may use this opportunity to:</p> <ul style="list-style-type: none"> <li>(i) report minor matters of information not included elsewhere on the agenda;</li> <li>(ii) raise items for future agendas.</li> </ul> <p>Members discussed the need to consider how the council would make use of BDC section 106 Monies that are available from the Cala Homes Development in the region of £45,000 before the timescale had ceased.</p>

	<p>Considerations expressed:</p> <ul style="list-style-type: none"> <li>a) Drainage work on Bittell Road Playing Field</li> <li>b) Improvements and extension of perimeter path on Bittell Road Playing Field</li> <li>c) Installation of a drinking fountain/water dispenser in Millennium Park in a village environmental effort to reduce single use plastic bottles</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: that three quotes for each idea above would be obtained in the first instance to gauge costings prior to committing to any project.</p> </div>
<b>F19-07</b>	<p><b>Date and venue of next meeting</b> Monday 6 April 2020, 80 Hewell Road.</p>
<p>This meeting ended at 11.24am</p> <p>Signed..... Date..... Committee Chairman</p>	

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RECEIPTS for year to 31/03/2020	Actual Outcome 18/19	Agreed budget 2019/20	Expected Outcome 31/03/2020	Proposed Budget 20/21
Precept	62,440.00	63,480	63,480.00	64,000.00
Interest	531.54	150	545.54	300.00
Lengthsman reimbursement	1,167.50	1,888	2,362.50	1,888.00
VAT Refund	5,399.22	5,000	7,583.38	6,000.00
Other income	79.50	300	357.50	350.00
Hires (room / playing field)	510.00	600	680.00	510.00
Cala Homes Commuted Sum				30,000.00
<b>Total receipts</b>	<b>70,127.76</b>	<b>71,418.00</b>	<b>75,008.92</b>	<b>73,048.00</b>
<b>PAYMENTS for year to 31/03/2020</b>				
Staff Costs	16,629.29	17,000	18,533.28	19,500.00
Chairman's expenses	262.80	200	150.00	200.00
Office Running costs	6,405.99	7,000	6,154.63	7,000.00
Training and Publications	223.99	1,000	869.99	500.00
Meeting Rooms and Refreshments	210.00	350	120.00	50.00
Subscriptions	979.02	950	938.13	1,200.00
Insurance	790.33	800	821.94	875.00
Auditor Fees	542.40	550	542.40	550.00
Legal/Professional Fees	600.00	500	400.00	600.00
Loan repayments	-	-	-	-
Election costs	-	500	500.00	500.00
Grants/Donations	200.00	1,000	500.00	1,000.00
General admin cost (inc bank charges)	922.26	1,000	1,449.44	1,500.00
<b>Administration</b>	<b>27,766.08</b>	<b>30,850.00</b>	<b>30,979.81</b>	<b>33,475.00</b>
Newsletters	830.00	900	555.00	600.00
Website	120.00	150	120.00	150.00
<b>Communications</b>	<b>950.00</b>	<b>1,050.00</b>	<b>675.00</b>	<b>750.00</b>
Park Mowing	798.00	1,155	1,068.75	1,200.00
Park Maintenance	426.80	500	500.00	500.00
Park Safety Inspections	66.50	70	68.50	70.00
<b>Millennium Park</b>	<b>1,291.30</b>	<b>1,725.00</b>	<b>1,637.25</b>	<b>1,770.00</b>
Field Mowing	2,788.92	2,200	3,266.54	3,500.00
Field Maintenance	1,163.94	2,200	463.22	1,500.00
Field Safety Inspections	66.50	70	68.50	70.00
<b>Playing Field</b>	<b>4,019.36</b>	<b>4,470.00</b>	<b>3,798.25</b>	<b>5,070.00</b>
Hanging baskets	565.25	600	560.00	600.00
Planters	929.17	1,200	1,060.00	1,200.00
Outdoor Parish Caretaker (New Cost Code)		6,500	4,374.93	5,500.00
Other environmental (inc Defib)	6,537.92		1,842.09	1,542.00
Pollinator Site (new Cost code)			750.00	1,000.00
Commuter Car Park (new cost Code)				1,000.00
<b>Village Environs</b>	<b>8,032.34</b>	<b>8,300.00</b>	<b>8,587.02</b>	<b>10,842.00</b>
Lights Maintenance/repairs	3,804.52	4,500	3,296.70	1,200.00
Lights Electricity	2,404.89	2,500	3,661.59	3,500.00
Christmas Lights/Tree	6,940.00	11,000	10,470.06	8,000.00
<b>Street Lighting</b>	<b>13,149.41</b>	<b>18,000.00</b>	<b>17,428.35</b>	<b>12,700.00</b>
Lengthsman charges	-	2,000	2,000.00	2,000.00
Highways	-	-	1,000.00	1,000.00
<b>Highways</b>	<b>0.00</b>	<b>2,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
Community Walks and other events	2,029.49	2,000	1,030.00	2,000.00
Neighbourhood Plan		500		2,500.00
Contingency		1,023		441.00
Section 137				
Fixed Assets	5,697.41		1504.50	500.00
<b>Miscellaneous</b>	<b>7,726.90</b>	<b>3,523.00</b>	<b>2,534.50</b>	<b>5,441.00</b>
Payments: Revenue Budget	<b>62,935.39</b>	<b>69,918.00</b>	<b>68,640.18</b>	<b>73,048.00</b>
Capital Projects funded via Reserves	-		15,021.45	9,000.00
Village Signs				5,000.00
Interpretation panel - Pollinator Site				1,500.00
Neighbourhood plan				2,500.00

Minute no. 20-05(b) and (c)  
Barnt Green Parish Council  
budget proposal as at  
06/01/2020

Precept of £64,000  
impacts on council  
taxpayer as follows:

Band A: £41.65pa  
Band B: £48.59pa  
Band C: £55.53pa  
Band D: £62.47pa  
Band E: £76.35pa  
Band F: £90.23pa  
Band G: £104.12pa  
Band H: £125.94pa