

BARNT GREEN PARISH COUNCIL

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Finance & General Purposes Committee Meeting MINUTES

Members present	Cllrs R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry
In attendance	Gill Lungley, Executive Officer
F18-01	Apologies No apologies were received.
F18-02	Declarations of Interest No declarations of interest received.
F18-03	The meeting will be adjourned for Public Question Time No requirement to adjourn the meeting.
F18-04	To note the Committee's Terms of Reference The Terms of Reference approved by the Council 21/05/2018 were noted. The council would be asked to reconsider the upper limit relating to the amount of emergency expenditure that could be authorised by this committee and would recommend this is lowered from £20,000 to £5,000.
F18-05	Members considered the following business: a) Review of the council's Financial Regulations Minor amendments would be made to the Financial Regulations as follows: At 3.1 the square brackets would be removed, to state: "The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council" 3.2 refers to a 3-year forecast, which members agreed to implement henceforth. 4.1 the first three authorisation levels were agreed as written; the amount of money on the parish council-use debit card used by the EO would be increased to £200. 4.5 the amount of expenditure that can be authorised by the EO in an emergency is to remain at £1000. 5.1 it was noted banking arrangements are annually approved by the council. 6.3 it was agreed to leave this regulation as it stands. 6.11 it was agreed to remove the final sentence of this regulation; the EO would update the 'In Case of Emergency' envelope deposited with the Chairman and review annually. 6.12 it was agreed to remove the words 'or its bank accounts'. A new paragraph would be inserted to become 6.13 to state "No employee or councillor shall disclose any PIN or password relevant to the council's bank

account(s) to any other person.” The following regulations in paragraph 6 would be re-numbered so that the existing 6.13 becomes 6.14 and so on to 6.22.

9.3 it was agreed to change the wording “the Council” to “The relevant committee” and to carry out a review of fees and charges for the 2019/2020 budget.

13.4 it was agreed to add “and report such actions to the next meeting of the council” to ensure an annual update.

14.2 it was agreed to remove the brackets around £500.

b) Review the council’s Internal Controls and banking arrangements

It was agreed to add, under Payment Controls, the bullet point:
 “No employee or councillor shall disclose any PIN or password relevant to the council’s bank account(s) to any other person.”

It was agreed to change, under Asset Control, the period of 6-months to one year.

c) Review the council’s asset register

It was agreed members would arrange to carry out checks on the council’s assets during the year.

d) Monitor of the first quarter’s performance against budget

The bank reconciliation to 30/06/2018 and comparison of the council’s current financial position against the budget were noted.

e) Review of council’s balances and recommend capital release for projects

The recommendation to transfer an amount from the bank deposit account to the Cambridge Building Society account would be considered at the next meeting of this committee.

It was agreed to remind, in writing, North Worcestershire Water Management that they have yet to send an invoice to the parish council for the footpath work carried out last year, for which the parish council received £500 from WCC and expects to pay £600 from its own funds.

Working on the basis that the council has capital funds of £75,000 it was agreed to allocate reserves as follows:

- Renewal of footpath lighting £20,000
- Progression of Neighbourhood Plan £7,500
- Election (May 2019) £1,500
- Completion of playing field footpath £12,500
- General Reserve £33,500 (slightly more than 6 months’ precept)

It was noted that taking ownership of the commuter’s car park would bring with it the sum of £30,000 which would be allocated to a different account to ensure it was used solely for car park purposes.

The annual review of the Balances and Reserves Policy would be presented to the next meeting of the Parish Council.

It was agreed to support the purchase of a new litter bin for the playing field car park, cost £199 plus delivery and installation.

It was noted that the EO had arranged a valuation of the Millennium Park site of the gas equipment relating to the wayleave currently being negotiated.

F18-06	Councillors’ reports and items for future agendas None noted.
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F18-07	<p>Date and venue of next meeting Monday 8th October 2018, 80 Hewell Road.</p> <p>This meeting ended at 11.45am.</p> <p>-----</p> <p>Chairman</p> <p>-----</p> <p>Date</p>
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