

Parish Council of Balsall

Minutes of the Balsall Finance Committee Meeting held on Wednesday 8th April 2015 at 6.00pm at the Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Judy Lea (Chair), Cllr Richard Lloyd, Cllr Liz Macdonald, Cllr Douglas Money, Cllr Will Heard and no members of the public

Headings are those set out on the Agenda

1. Apologies

Cllr Marie-Louise Marsden and Cllr Raymond Ritchie

2. Declarations of Interest

Cllr Richard Lloyd and Cllr Judy Lea declared an interest in the Jubilee Centre as representatives on the Committee. Cllr Lloyd is a representative from Berkswell Parish Council on the Jubilee Committee.

3. To approve as a correct record Minutes of the Meeting held on 7th January 2015.

RESOLVED

The Minutes are approved and Chair signed these as a true record

4. Matters arising from the Minutes

None

5. Public Participation

No members of the public were present

6. Terms of Reference – To consider for approval draft Terms of Reference

The draft Terms of Reference was circulated. These were considered by Councillors and approved

Resolved – That the Terms of Reference are approved and referred to Full Parish Council for approval

7. Precept – Confirmation of Precept for 2015/2016

Clerk confirmed that the Precept for 2015/2016 had been submitted. The Precept is £94,870 with a support grant from SMBC of £2,162.00 resulting in a 1% increase in a Band D property

8. Reconciliations – To sign off bank reconciliations and review income and expenditure to date

Resolved – That the bank reconciliations to the end of February 2015 are approved and signed by Chair

9. **End of Year information** – To receive end of year data from Clerk and review

Clerk advised that the end of year data had not been completed but confirmed that data to the end of February will be circulated to Councillors.

10. **Audit** – To receive details of internal and external audit dates

Clerk confirmed the dates set for internal audit is 8th May and external audit is 22nd June 2015

11. **Grant Applications** – To consider any grant applications referred by Full Parish Council

A grant application had been received from the organisers of the Balsall Common Village Festival. A request for funding to purchase hi-vis jackets was made. Councillors considered that it would be a good opportunity to raise the profile of the Parish Council by purchasing logo hi-vis jackets with Balsall Parish Council logo.

Resolved – That the Finance Committee recommends to the Parish Council to purchase hi-vis jackets for the Festival to be given to the organisers in accordance with the quotation from Acorn Printing Services for logo jackets at a cost of approx. £358.00 plus VAT

A grant application from the Jubilee Trust had also been received and this was considered by the Committee. It was felt that the information provided in the application was not clear or adequate. There were a number of queries raised by Councillors concerning the facility and fundraising. Questions were also asked regarding the constitution of the Committee and the role of the Parish Council representatives.

Cllr Lloyd felt that this information is known by the committee representatives. The Committee did not feel that this was the case.

Specific queries raised were:-

- How have the previous grants been spent?
- What has happened to the balance?
- What is the Jubilee Centre doing in relation to fundraising
- What forms of audit is carried out. Where is the report?
- Do they have a management plan?

Cllr Judy Lea advised that she felt that the Committee does not function well.

Resolved that a request is made to the Committee for further information. Councillors to e-mail the Clerk with their questions to be incorporated in a letter

Cllr Lloyd felt that this was not required and the Parish Council should have all the information available and proposed a motion to recommend approval of the expenditure. The motion was not seconded

Motion failed

- 12. **CCTV-** To receive quotes and to review and select contractor to be recommended to Full Parish Council for supply and installation of new CCTV system

Details of the quotations received were provided to the Committee.

Resolved that this matter is dealt with confidentially and a working group consisting of the committee members is set up to review the quotations.

- 13. **Date for next meeting** – The date for the next Annual Finance meeting is to be held on Wednesday 10th June 2015

There being no further business the Chair thanked everyone for attending and closed the meeting at 19.20pm

Signed..... Dated.....

Cllr Raymond Ritchie

Chair

Balsall Parish Council Finance Committee

**BALSALL PARISH COUNCIL
FINANCE COMMITTEE**

TERMS OF REFERENCE

1. Membership

- 1.1. The Parish Council shall determine the membership to the Committee and shall review and appoint members at the Annual meeting of the Parish Council or any other time.
- 1.2. The membership shall be a minimum of 5 members all in a voting capacity
- 1.3. In addition the Chair and Vice Chair shall also be an ex-officio member
- 1.4. Other members may attend in a non-voting capacity

2. Quorum

- 2.1. The quorum shall be three voting members
- 2.2. If less than three members are present, business may still be transacted but any decisions shall need to be ratified by the Council or by the Committee at its next meeting provided it is quorate

3. Committee Chairman

- 3.1. The Committee will annually elect a Chairman and Vice Chairman from their number in accordance with the procedure as specified in Council's Standing Orders.
- 3.2. If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number.
- 3.3. The Chair (in conjunction with the Clerk) will be responsible for drawing up the agenda.

4. Meetings

- 4.1. The Committee will meet at least once a quarter.
- 4.2. Any additional meetings will be called as necessary.
- 4.3. At least seven days notice will be given (accompanied by an agenda and relevant papers) except where the Chair of the Committee considers that there are matters which demand urgent attention when shorter notice may be given.
- 4.4. Agendas, papers and minutes will be circulated by email unless otherwise arranged with the Clerk

5. Minutes

- 5.1. The minutes will be taken by the Clerk except that if the Clerk does not attend a committee meeting the members present will appoint one of their number to take minutes.
- 5.2. The minutes will be circulated in draft to members of the Committee promptly after the meeting.
- 5.3. The minutes will be approved at the next meeting of the Committee and signed by the Chair as a true record. The signed copy will be retained by the Clerk.
- 5.4. The minutes will be distributed by the Clerk prior to the next full meeting of the Parish Council after the committee meeting to which they relate – in draft if not yet approved.

6. Standing Orders

- 6.1. The Standing Orders of Council will apply to the running of the Committee as appropriate

7. Delegated Authority

- 7.1. The Committee shall keep under review and advise the Council as necessary on the arrangements for the efficient control and management of the Council's financial affairs and on the financial standing of the Council.
- 7.2. To keep under review and advise Council as necessary on external financial regulations as they relate to Council affairs.
- 7.3. To keep under review and advise the Council as necessary on official control of the Council's insurance arrangements.
- 7.4. To consider annual estimates of income and expenditure, including the provision for capital expenditure and make recommendations to Council. The committee shall recommend to the Council the Precept to be levied for the ensuing year.
- 7.5. To consider and set the annual budget of the Council and to keep under review
- 7.6. To report and recommend to Council any significant virement between budget heads.
- 7.7. To keep under review any capital spending needs of Council.
- 7.8. To advise Council on actions to secure the future wellbeing of the Council's assets.

- 7.9. To keep under review, monitor and advise Council as necessary on any financial implications of the Cemetery
- 7.10. To review annually the Cemetery fees and advise the Council of any recommendations for changes to be made to the fees
- 7.11. To review annually the Cemetery Rules and Regulations and advise the Council of any changes to be made to them
- 7.12. To receive proposals from other committees/working groups that have significant financial implications on the Council, including the setting of Cemetery fees and to advise the committee and subsequently Council on such proposals before implementation.
- 7.13. To advise Council of debt write-offs.
- 7.14. To keep under review arrangements for securing value for money and safeguarding assets.
- 7.15. To consider, report and advise Council on the release of funds from reserves.
- 7.16. To consider any grant applications and make recommendations to the Council
- 7.17. To advise Council on any such matters as Council may, from time to time, remit to it.
- 7.18. To consider and report to Council on any proposed purchase or sale of property.
- 7.19. To recommend and report to Council a Risk Management Strategy and to review the risk management strategy annually
- 7.20. To annually appoint Internal auditor
- 7.21. To consider the Internal and external Audit and act upon any recommendations and advise the Council on any matters
- 7.22. To review its Terms of Reference at least annually.
- 7.23. To review the Financial Regulations annually and report to the Council any recommendations for changes

8. Reporting to the Parish Council

- 8.1. The Chair will report to the Full Parish Council on main decisions taken and any recommendations on which the Parish Council needs to vote.

The Committee agree to undertake relevant training to keep up to date with national and local trends, policies and regulations.

These terms of reference will be reviewed and updated at the start of each financial year for approval by the Full Parish Council but will remain in force until reconsidered.

Approved by the Committee on 8th April 2015

Chair of Committee.....

The above terms of reference (including details of delegated powers) were agreed by the Full Parish Council on 2015.

Signed.....
Chair of the Full Parish Council