



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

**Telephone:** 01676 535679 (Answering Machine)

**Email:** balsallparishcouncil@gmail.com

**Web:** www.balsallparishcouncil.gov.uk

## **Finance and General Purposes Committee Meeting**

**Unapproved Minutes of Finance and General Purpose Committee Meeting held on Tuesday 8 May 2018 at 7.00pm in the Westlake Room, Village Hall 112 Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Councillor Will Heard (Chair), Councillor Mark Tattum, Councillor Judy Lea, Councillor Christina O'Sullivan, Councillor Helen Dean and three members of the public.

1. **Apologies:** There were no apologies.
2. **Declaration of Interests:** There were no declarations of interest.
3. To approve the Minutes of the Finance and General Purposes Committee Meeting held on 14 March 2018 as a true record.  
**Minutes of the Finance and General Purposes Committee Meeting held on 14 March 2018 were approved and signed by the Chairman.**
4. Public Forum  
Comments from the public were received.
5. To receive an update on the progress of resolutions of the last meeting.  
There were no items requiring update.
6. Proposal to receive the 2017/18 year end Accounts and Budget Variations and propose acceptance to full Council.  
**Resolved to forward to full Council with a recommendation to approve the 2017/18 year end Accounts and Budget Variations subject to coding clarifications including Christmas lights maintenance and grants budget virement to Willow Park Improvements.**

7. Proposal to review Financial Regulations namely sections 1.14 second bullet point and its conformity with the budgetary control levels in 4.1, 4.5 and 11.1h; and to review the required level of material variance in section 4.8.  
**Resolved to review Financial Regulations with reference to the items listed and that the recommendations of the Chair and Clerk are brought back to the next meeting.**
  
8. Proposal to rename the Cemetery Sub-Committee to Facilities Sub-Committee and to amend the TOR to encompass the management of all the Council's fixed assets.  
**Resolved to rename the Cemetery Sub-Committee as the Facilities Sub-Committee and that the Sub-Committee meet to amend the TOR to encompass the management of all the Council's fixed assets.**  
The Sub-Committee membership to comprise existing members, Councillor Marie-Louise Marsden (Chair), Councillor Judy Lea and Councillor Mark Tattum.
  
9. Proposal to review the Grants Policy  
**Resolved that the Grants Policy is reviewed by the Chair and Clerk and recommendations are brought back to the next meeting.**
  
10. Proposal to approve the Council's schedule for internal financial checks for the year 2018/19 and nominate Councillors.  
**Resolved to approve the Council's schedule for internal financial checks for the year 2018/19 and nominate Councillors Helen Dean and Christina O'Sullivan to undertake the checks for the first quarter and seek nominations from full Council for the remaining three quarters.**
  
11. Proposal to review the Council's bank accounts.  
**Resolved to ask the Clerk to review the Council's bank accounts with a view to rationalising the Council's current accounts and securing deposit accounts with appropriate rates and terms. The Clerk to bring recommendations to the Committee for consideration.**
  
12. Proposal to consider a monthly budget profile for 2018/19.  
**Resolved to consider budget review on a quarterly basis for 2018/19.**
  
13. Update on VAT reclaim.  
**The update was noted and that the bookkeeper to be required to reclaim VAT on a six monthly basis.**
  
14. Update on West Midlands Pension Fund.  
**The update was noted.**
  
15. Proposal to a virement from unallocated reserves to Street Scene Christmas lights for 2018/19.  
**Resolved to agree a virement of £7,178 from unallocated reserves to Street Scene Christmas lights taking the 2018/19 budget to a total of £13,478. This**

**represents the annual storage and installation costs for both 2017 and 2018.**

16. Proposal to a virement from NDP Professional fees to NDP Operating expenses for 2018/19.  
The proposal was withdrawn.
17. Update on Locality grant received in 2017/18.  
The update was noted.
18. Proposal to consider approval for a grant application from ENGAGE for £295 to provide resources for Fiveways Café, a drop-in wellbeing provision for young people aged 11-16 years.  
**Resolved to approve a grant of £295 for ENGAGE to provide resources for Fiveways Café.**
19. Proposal to consider approval for a grant application from Balsall Common Library for £200 to provide a programme of children's activities during school holidays and a winter reading scheme.  
**Resolved to approve a grant of £200 for Balsall Common Library to provide a programme of children's activities during school holidays and a winter reading scheme.**
20. Update of Freedom of Information requests received by the Council since the last meeting.  
The update was noted.
21. **Date of next meeting: Wednesday 11 July, 7.00pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

SIGNED ..... Will Heard (Chair)      DATE .....