



FINSTALL PARISH COUNCIL

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General Power of Competence adopted 07/11/2023

NOTICE OF PARISH COUNCIL MEETING Tuesday 5th November 2024, 7.30pm at Finstall Village Hall, Alcester Road, Finstall, B60 1EL

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum) to put comments and questions to the council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion, which also applies to any non-member representations at any other time in this meeting.

Summons

Members are summoned to attend this meeting to transact the business on the agenda. Members are expected to be mindful of the parish council's statutory duties with respect to the effective management of risk, equality, biodiversity, health and safety, crime and disorder.

Gill Lungley

Gill Lungley, Clerk/RFO, 31/10/2024



The seven elected members of the parish council are:

Norman Hewer, Malcom Molloy, Wendy Molloy, Christine Orr-Cooper (vice-Chair),
Rosemarie Ryan, Caroline Spencer, Will Taylor (Chairman).

AGENDA

1. Chairman's welcome and announcements.

The Chairman is to welcome everyone to the meeting and declare it open.

2. To record absences and receive any apologies for absence.

3. Declarations of interest:

- All councillors are reminded to keep their Register of Interests up to date; it is available [online](#).
- All councillors must declare any interest ie. Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI), in items on the agenda and their nature. In keeping with the council's [Code of Conduct](#), members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted.

4. To consider any request from a councillor for a dispensation to be allowed to stay in the meeting after declaring an interest. Such request, in writing, must be given to the Clerk before the meeting starts.

5. Public Forum.

- a) An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
- b) County and District Councillors, Safer Neighbourhood Policing Team, and Community Representatives are invited to present an update on their activities.

6. To consider the minutes of the previous Council Meeting held 01/10/2024 and recommend approval. Copy available [online here](#).

7. Planning Development. To (a) comment on any planning consultations received and (b) note Planning Authority (Bromsgrove District Council) decisions made, and (c) consider any other planning matter.

7c. To respond to Worcestershire Regulatory Services consultation for a new static street trading licence: at Carpark at The Cross Inn, 34 Alcester Road, B60 1EW
Ref: 24/04562/STRETR for sale of Burgers, Fries, Chicken and Drinks
The intended trading hours are: Thursdays 17:00 – 20:00

8. FINANCE

- a) To note the bank reconciliation to 31/10/2024 (attached p3).
- b) To consider and authorise payments including purchase of new dog-waste bin.
- c) To note the position on the temporary investments lodged with Bromsgrove DC.
- d) To note the latest pay agreement and adjustment to monthly salary.
- e) To review the draft budget for 2025/26 and consider approval.
- f) To consider review of all contracts and seek renewals.

9. Clerk's reports and correspondence received, for information:

The Clerk will provide an update including feedback to latest newsletter and correspondence received.

10. To consider and decide upon the following:

- a) To review progress of SmartWater roll-out to parish community
- b) To respond to the Local Government Boundary Commission [proposals for Bromsgrove](#)
- c) To consider the [consultation](#) on remote attendance at meetings and proxy votes
- d) **Policies:** to review:
 - i. Internal Controls Policy (existing is available [here](#))
 - ii. Risk Assessments (circulated separately) and [Risk Management Policy](#).

11. Members to raise items for discussion at next meeting.

12. Date, time and venue of next meeting:

Tuesday 3rd December 2024, 7.30pm at Finstall Village Hall.

Agenda item 8a

Bank reconciliation to 31/10/2024

For period 01/04/2024 – 31/10/2024		
Opening bank balances 01/04/2024	19,771.86	
Add actual receipts for year to date	7,717.20	
Less authorised payments for year to date	-8,462.35	
Total	A	£19,026.71
Bank balances as at 30/10/2024		
Unity Trust Bank	8,526.71	
Bromsgrove DC short-term investment	10,500.00	
Less unrepresented payments*	0.00	
Total	B	£19,026.71
	-	A=B=balance

Agenda item 8b

To consider and authorise payments and note receipts

Vno	To	Reason	Gross amount	VAT paid
Payments for authorisation				
61	Unity Trust Bank	Bank charges for quarter	5.40	0.00
62	IDG Garden Services	Lengthsman duties, Sept 2024	290.00	0.00
		Playing field grass cut Sept 2024	70.00	0.00
		Waste removal	90.00	0.00
		Bus stop cleaning	50.00	0.00
		Sub total	500.00	0.00
63	Parish Council Websites	Annual website hosting and support	273.60	45.60
64	Bromsgrove Printing	Autumn newsletter, Oct 2024	48.00	0.00
65	Scribe (Starboard)	Bookkeeping software	14.40	2.40
66	Glasdon UK Ltd	Dog-waste bin	320.26	53.38
67	Staff	Salary to include back-pay	tba	
RECEIPTS				
R7	Bromsgrove District Council; 2 nd half precept			£6,448.20
R8	Worcs County Council; Sept 2024 Lengthsman reimbursement (inc £10 admin fee)			£300.00

Agenda item 8c

Update to temporary investment with Bromsgrove DC. A formal response has been requested.

Agenda item 8d

The pay agreement for staff has been notified via NALC and SLCC; the previous hourly rate of £16.67 has increased to £17.29. The agreement is to pay back-pay from 01/04/2024 ie in the region of £110 (payroll will confirm).

Agenda item 8e

FINSTALL PARISH COUNCIL - 2025/26 BUDGET PREPARATION V1					
	Last year Actual	This year budget	Actual to date	Expected total by year end	Next year proposed
Receipts					
Bank Interest	361.38	350.00	0.00	350.00	200.00
Grants/Donations		0.00	0.00	0.00	0.00
Other inc Lengthsman	1,980.75	3,400.00	1,269.00	3,500.00	3,500.00
Precept	10,105.46	12,896.40	6,448.20	12,896.40	12,896.00
From reserves					1,124.00
VAT Refund	940.30	0.00	0.00	0.00	0.00
SUB TOTAL	13,387.89	16,646.40	7,717.20	16,746.40	17,720.00
Payments					
Admin (Stationery, Printer, Postage etc.)	1,119.34	1,400.00	324.66	800.00	900.00
Audit & Professional Fees	282.40	300.00	292.40	292.40	295.00
Communications (Phone, W'site, B'band, Newsletter)	492.00	550.00	0.00	400.00	550.00
Elections	156.60	200.00	0.00	0.00	200.00
Events, grants	316.33	500.00	536.00	600.00	600.00
Expenses & Training	119.12	250.00	0.00	250.00	250.00
Insurance	531.78	558.40	682.55	682.55	750.00
Lengthsman, bus shelters, tubs, bins	1,997.50	4,182.00	1,860.25	5,500.00	5,500.00
Playing Field	3,428.83	2,500.00	1,180.00	2,500.00	2,500.00
Reserves / projects	3,629.60	4,000.00	0.00	0.00	0.00
Staff Costs	4,471.66	5,513.00	2,898.74	5,513.00	5,700.00
Subscriptions & Memberships	529.26	550.00	434.13	450.00	475.00
s.137	20.00	0.00	0.00	0.00	0.00
VAT					
SUB TOTAL	17,094.42	20,503.40	8,208.73	16,987.95	17,720.00

Notes to support the budget proposals...

RECEIPTS	
Bank Interest	Interest is via short-term investment at BDC; may reduce.
Grants/Donations	Cannot budget for unknown receipts.
Other inc Lengthsman	Lengthsman is IRO £3,500
Precept	To keep the same?
From reserves	To reduce the unallocated amount on deposit.
VAT Refund	Dependent on purchases: contra payments not included.
PAYMENTS	
Admin (Stationery, Printer, Postage etc.)	No expected cost increases.
Audit & Professional Fees	Internal audit costs only; will be same as for 2024/25.
Communications (Phone, Website, Newsletter)	No expected cost increases.
Elections	Amount included each year to pay for 4-yearly costs.
Events, grants	Churchyard grant now included; small cost for grants.
Expenses & Training	Training courses are available.
Insurance	Increase this year; cheaper options may be available.
Lengthsman, bus shelters, tubs, bins	Lengthsman costs are covered by same amount in income from WCC; bus stops, bins IRO £1,700pa; flowerboxes £400.
Playing Field	Principally mowing costs, hedge cutting, maintenance.
Reserves / projects	?
Staff Costs	Unknown re employer NI contributions for 2025.
Subscriptions & Memberships	Possible cost of living increase (2.5% rounded up)
s.137	No longer required; council has General Power of Competence.
VAT	Same as for income and therefore not shown.

Draft proposal shows no increase in precept for 2025/26.

Agenda item 8f

To consider review of all contracts and seek renewals.

To ensure value for money, the council should be checking the contracts it is engaged in are fit for purpose and reasonable.

- Grounds maintenance / grass cutting
- Lengthsman services
- Bus shelter maintenance
- Waste removal
- Flower box planting and upkeep.
- Website management.
- Insurance cover.
- Accounting software.

10. To consider and decide upon the following:

a. To review progress of SmartWater roll-out to parish community.

Members to advise progress.

b. To respond to the Local Government Boundary Commission [proposals for Bromsgrove](#)

It is important to respond to this consultation since the parish council seeks to regularise the boundary relating to Railway Walk, ie remove Field View House from within the parish boundary, and to recommend the inclusion of the Rutherford Road estate and the length of St Godwalds Road from the railway bridge in Fininstall parish.

c. To consider the [consultation](#) on remote attendance at meetings and proxy votes.

The government is considering a change in the law to allow members to attend meetings remotely and members are asked to consider whether this is appropriate and desirable. It worked well during lockdown for about a year during 2020/21, however there are issues relating to privacy, integrity and community engagement.

The matter of proxy votes has not been considered before.

d. Policies: to review:

iii. Internal Controls Policy (existing is available [here](#))

iv. Risk Assessments (circulated separately) and [Risk Management Policy](#).

~~~~~ **END** ~~~~~