

Albrighton Parish Council



Albrighton Parish Council

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Draft Minutes

of the **Finance, HR and Grants Committee** Meeting
of Albrighton Parish Council,

held on **Thursday 22nd February 6.00pm** at

The Library Meeting Room, Station Road,
Albrighton, Wolverhampton, WV7 3QH.

Present: Councillors: Benson, Illes, Lumby, Pledger, and Robinson.

Officers: Joanne Oliver – Clerk to the Council

Members of the public: There were no members of the public present at this meeting.

A quorum was present for all decisions made. Names present were recorded.

FHRG24/14 Chairmans Welcome

The Vice Chairman thanked everyone for attending. The Chairman had sent apologies and asked the vice-chair to run the meeting in his absence.

FHRG24/15 Apologies for Absence

To receive, consider and note, as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972. Councillors who cannot attend the meeting are requested to tender their apologies to the Parish Clerk prior to the meeting.

Apologies were received from Cllr Noakes (Chairman of Committee)

FHRG24/16 Code of Conduct

Disclosable Pecuniary and other Interests.

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.

None declared.

Dispensations.

To consider and approve any requests for dispensations.

None received.

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FHRG24/17 Public Participation

The Vice-chair closed and opened the meeting for 15 minutes, as per Standing Order 3.d., 3.e., 3.f., and 3.h.

Proposed SP Seconded NL Agreed 5

0 members of the public were present.

Meeting proposed to close.

Proposed NL Seconded PI Agreed All (5)

Meeting proposed to be reconvened.

Proposed NL Seconded PI Agreed All (5)

FHRG24/18 Minutes of Previous Meetings

To receive, consider, and accept the minutes of the previous meeting held on 25th January 2024.

Minutes proposed to be accepted.

Proposed DB Seconded AR Agreed 4 Abstain (1)

FHRG2419 Action Tracker

The Committee discussed actions from the previous meeting which had been assigned and awaiting further updates. These were either brought forward or marked as completed.

See updated tracker Feb 2024.

FHRG24/20 Finance update from the Clerk

A brief overview of budget and bank balances were given, however full reconciliation for February not completed yet, due to being part way through month.

TSB Account - It was stated that money from General reserves will need to be to be moved into the current account, this is to demonstrate that monies have been allocated correctly.

It was agreed to move the total sum spent on refurbishments and property purchased into the TSB general account.

Action Clerk and second signatory to request funds to be transferred.

Proposed SP Seconded AR Agreed All

Ear Marked Reserves – These have now been amended and reallocated as per the Finance Committee meeting in January.

Petty Cash – Currently sitting at £76.29.

Contract Cleaning – It had been discussed at the Finance committee meeting that a cover cleaner is required for holiday / sickness. Three local cleaners have been contacted and they are available on an ad-hoc basis at a cost of £15ph. They will not be directly employed.

Proposal to accept the above cost for holiday /Long term -sickness cover.

Proposed SP Seconded AR Agreed All

Cllr Benson added that if our current cleaner was sick and we required someone to cover he was more than happy to come and cover short term. Councillors and the clerk thanked Cllr Benson for this offer.

FHRG24/21 Millfield's Financial Assessment

Cllr Lumby had forwarded a financial spreadsheet to the clerk to look at in more detail and to complete additional costings. The financial period would be to cover 20years. The spreadsheet

also included inflation calculations. It was agreed rather than the clerk looking at this, that a small working group should commence to look at in more detail prior to this being accepted to adopt the POS, play area and small football pitch.

Cllr Lumby stated he would not participate further as he had additional interests due to being a Shropshire councillor and Governor of St Marys School. The clerk stated that she should be present initially as certain information would be required from her, however she would remain impartial as she had already shared her recommendations on this matter.

Action FCM March to ask for volunteers.

FHRG24/22 Direct Debits and Contracts

These have now all been reviewed, and new contacts accepted where required i.e. if cheaper. This was an action from the audit now completed and will be scheduled to take place yearly or as required.

FHRG24/23 Legal Services Support Package

The package which the council has in place is now coming to an end. The committee looked at the costing and agreed to continue the bronze package on a 3-year contract. The annual cost will be £250.

Proposed to accept and pass to FCM in March.

Proposed SP Seconded AR Agreed All (5)

FHRG24/24 Financial Strategy /Priorities of spending

Cllr Benson, as previously agreed in January's meeting had drafted a document for discussion and shared with the committee. The information was deemed to be tailored slightly however further buy-in was required from councillors.

It was proposed that this is taken to FCM March to form a working group for further development.

Proposed PI Seconded AR Agreed All (5)

FHRG24/25 Christmas Lights

Cllr Pledger has requested that the topic of Christmas lights be an agenda item. A full breakdown of costings was given -see below.

- £120 - to fix Christmas lights
- £4337.00 - new Christmas lights
- £6,000.00 - to install Christmas lights
- £6,000.00 - to remove Christmas lights invoice received February, now paid.

A total costing of £16,457.00 for 2023. It was asked why the cost was £6000 for both installation and removal, the Clerk confirmed that the actual cost was £5000 with 20% VAT.

At present we are tied in with this contractor until 2025, so we cannot exit the contract without receiving early termination fees.

Councillor Straney arrived late. Now present six Councillors.

FHRG24/26 Policies

The following policies had been circulated & were asked to be agreed and to be passed to Full Council Meeting in March for agreement.

- Social Media
- Freedom of Information
- Model Publication Scheme

Proposed PI Seconded AR Agreed ALL

FHRG24/27 Grants update

- One grant application was received.

Grant application from Albrighton Cricket Club, it was discussed and agreed to defer until the new financial year due to currently being overspent within the grant allocation of monies. It was concurred that the Clerk shares this information back to the Cricket Club advising that the Committee would not be willing to pay the full amount requested and ask the Club to look into other funding sources until the new financial year in April.

Proposed NL Seconded DB Agreed All (6)

FHRG24/27 Parish Council Services

None to be discussed.

FHRG24/27 Confidential Session

There were no items for discussion.

FHRG24/28 Items for Next Agenda

Items to be added to be passed to the clerk in time for agenda to be published.

Next Meetings:

- Full Council – Thursday 7th March 2024 at 7pm The Red House
- General Purpose - Thursday 21st March at 6pm The Library building
- Finance-HR-Grants – Thursday 28th March at 6pm The Library building.

Meeting ended at 8pm.