

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 25th January 6.00pm** at

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

Present: Councillors: Benson, Illes, Lumby, Noakes, 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.

FHRG24/01 Chairmans Welcome

The chair thanked everyone for attending and welcomed Cllr Benson to the committee. He was advised as he had not been summonsed on the agenda, he would be unable to participate until formally added to the Committee next time.

FHRG24/02 Apologies for Absence

To receive, consider and accept, 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 Lumby as he would be arriving later due to other commitments.

FHRG24/03 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 pecuniary interest given by Cllr Illes

Dispensations.

To consider and approve any requests for dispensations.

None received.

FHRG24/04 Public Participation

The Chair/Vice to adjourn the meeting for 15 minutes, as per Standing Order 3.d., 3.e., 3.f., and 3.h. If any member of the press or public wish to raise any issues, queries or questions at the meeting please contact the Parish Office by 12 noon on Wednesday 25th October 2023 where your request will be noted, tabled at the meeting and you will be asked to provide your comments by the Chairman.

No members of the public were present.

None received.

Meeting proposed to close

Proposed Cllr Noakes Seconded Cllr Pledger Agreed **All** (5)

Meeting proposed to be reconvened

Proposed Cllr Noakes Seconded Cllr Robinson Agreed **All** (5)

FHRG24/05 Minutes of Previous Meetings

To receive, consider, and accept the minutes of the previous meeting held on 22nd November 2023

Minutes proposed to be accepted

Proposed Cllr Robinson Seconded Cllr Noakes Agreed 4 Abstain 1 (5)

FHRG24/06 Finance update from the Clerk

A brief overview of budget and bank balances were given, however full reconciliation for January not completed as yet due to being part way through month. It was also stated that money from General reserves may have to be moved into the current account if the precept was not received early part of 24/25 financial year.

- Quotes for the Fire doors were shared. All in a similar costing of £4500. It was agreed that Alex James Construction should be used if they would agree to there quote, this however did have an expiry of 6th January 2024.

Action office to confirm quote still stands and proceed if that is the case.

- Office blinds, these were broken and not fit for purpose, quotes had been got and John Pool was the cheapest, if he would still confirm he would stay with his quote we are to proceed.
- Storage of Silver Mace, it was explained what Hiscox Insurance were requesting and that the safe and area where the safe is in the Church is not deemed secure, varying suggestions were mentioned to be explored.
Action Cllr Benson to find the fee for storing in a Bank.
Action Office to get quotes for the Parish Building to be alarmed and glass unit.
- Interim audit recommendations, a general discussion took place around the asset register and a strategy for the council. The asset register was in a good position it just required a couple of amendments. Referencing the Strategy some of the committee felt the Clerk should write this and then share so a discussion and direction could be put in place. Cllr Benson stated he was happy to look at developing the strategy and liaising with the Clerk.
Action Cllr Benson to take this forward and liaise with the Clerk. Update for Feb Finance meeting
- Petty Cash update, this is reducing and currently sitting at £73, close to the £50 agreed limit.

FHRG24/07 Grants update

Cllr Lumby joined the meeting- Cllr's now present 6 in total.

- No grants applications were received.

- The Grant application form for Albrighton Parish Council was then looked at, following a request for amendments to be made. It still required some further minor 'tweaking'. A discussion took place that applications should be looked at, at definitive times of the year. It was agreed by the Committee that Grant requests should be submitted by the 1st of each month in readiness for the Finance Committee meeting at the end of the following months; these would be May, September, and January. This would ensure better control of the budget. This was agreed by the Committee and to be passed to the next Full Council Meeting.

Action – Office to amend and send to Chair for confirmation before circulating with the minutes.

Action – Office add the FCM -process 3 x per year.

FHRG24/08 Millfield's Financial Assessment Process

This was discussed following the request and vote from FCM January 2024 that before agreeing with Boningale Homes to adopt the Public Open Space (POS) that APC would investigate the full estimated costs of adopting the POS as costing vs liabilities were a concern. Cllr Lumby stated he could forward a spreadsheet of all aspects that would require costing to the Clerk so this could be looked at. This was agreed as a starting point.

Action – Cllr Lumby to forward the above to the Clerk to discuss further.

Office to add to Finance agenda Feb 2024

FHRG24/09 Asset Register

This was looked at and discussed there were a few changes required and items to add which Cllr Pledger said belonged to Albrighton Parish Council which were located on the Village Green.

Action office to amend.

Cllr Benson added he was happy to look at the register and forecast when items are likely to require replacing so a forecast of spends can be allocated within the next 3 years.

Action Cllr Benson to complete and forward into the office.

Asset register agreed in principle pending amendments.

Proposed Cllr Illes Seconded Cllr Noakes Agreed 5 Abstain 1

Action to add to FCM May 2024 for ratification.

FHRG24/10 Money for APC Events

- Easter Events
- D-Day Events
- World Book Day

It was asked that a sum of £300 was allowed from the APC events budget for the above. This was proposed to be agreed and passed to Full Council Meeting February 2024.

Action office -add to FCM Feb.2024.

Proposed Cllr Noakes Seconded Cllr Robinson Agreed 5 Abstain 1

A discussion then took place that how could events be agreed if there was no events committee some councillors felt that a committee was not required and should be coordinated via a working group which should feed into FC others felt and Events committee was required. Agreed to pass this contentious to issue to FC for a decision to be made.

FHRG24/11 Policies for review

- Volunteer Policy
- Lone Working Policy

Both policies had previously been circulated and amendments made and agreed in principle. To go to Full Council Meeting February 2024 for ratification.

Proposed Cllr Robinson Seconded Cllr Illes Agreed 5 Abstain 1

FHRG24/12 Parish Council Service update

Warm space and Wednesday opening figures were shared and discussed. The figures for Wednesdays opening since August 2023 – December 2023 had increased by 750 approximately compared to the same period the previous year.

Cllr Lumby wished it to be noted that he felt that the current opening on Wednesdays should not continue after the 6-month trial period although the numbers were reflecting a good footfall of residents using the services of the library and warm space.

FHRG24/13 Date of Next Meeting

- Finance, HR and Grants – 22nd February 2024 at 6pm in the Library Room
- Full Council - 1st February 2024 at 7pm in the Red House

Meeting ended 8.55pm