



SHENSTONE PARISH COUNCIL

Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,
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APPROVED MINUTES FINANCE, LEGAL, HEALTH AND SAFETY COMMITTEE 26th JUNE 2018 5.30pm PARISH OFFICE

1. Register of Members in attendance.
Cllrs Sheila Beilby, Rita Hancocks, Charles Fordham, Gail Nicholls, Jean Wilson, Stuart Jones.
Clerk/RFO: Shirley O'Mara
2. Apologies Received.
Cllrs David Salter & Tim Cox
3. Declarations of interest on agenda items.
Cllrs Beilby & Nicholls in Item 9.
4. Public Participation.
None
5. Approve minutes of last Finance, Legal, Health & Safety meeting Tuesday 6th March 2018.
Approved & signed.
6. Finance.
Cllr Sheila Beilby was unanimously re-elected as Chairman of the Finance, Legal, Health and Safety Committee for 2018/19.
Revised Financial Regulations- which had been shared with all members of the Committee prior to the meeting – were unanimously accepted & approved.
The Financial Terms of Reference were discussed & will be approved at the next meeting.
Current financial position: CO-OP main account- £163,484.91. CO-OP Business Reserve: £33,650.57
Stonnall Neighbourhood Plan: £11,040. Nat West main account: £108,328.47 Reserve: £31,762.86.
7. Update on Unity Bank- agree distribution of funds between accounts.
The new Unity Bank account is now set up & the transfer of funds from the CO-OP accounts in progress. The CO-OP accounts will then be closed. Cllr Beilby suggested that we should then hold a main & a reserve account and move funds across as and when required. The main Nat West account will now be referred to as "Cemetery Fund" as it is entirely ring fenced monies for the development of a new cemetery. It was agreed that any further contribution to this account be looked at much later in the year as there may be other community projects/expenditure in the coming months.
8. Shenstone Lawn Cemetery- update on Eastridge Croft.
The sale of land has now been completed & the Moseley's invoice settled in full.
9. Stonnall Village Hall Community Grant application 2017-18 kitchen refurbishment.
A grant application for £1000.00 was approved last financial year but never processed or paid. As the work is now due to commence Cllr Beilby requested the grant now be resubmitted for payment. This was proposed by Cllr Fordham & seconded by Cllr Wilson with unanimous agreement from the Committee.
RECOMMENDATION: Full Council approve payment.
10. Review pricing information for office furniture.
The office furniture has been purchased second hand at a cost of just under £1,000. Cllr Fordham has asked that the Clerk provide him with details of all furniture & equipment with estimated replacement values in order to ensure our insurance cover is adequate. **ACTION:** Clerk to provide.

11. Lengthsman – consider and discuss possible role.

It was unanimously agreed that having a Lengthsman contracted to the Council for a fixed number of hours per week would have significant advantages: scheduling of activities, monitoring of work completed, budget control, speed of response. The role currently works very effectively for other Councils. The Clerk has already researched job descriptions & feedback from these Councils. **RECOMMENDATION:** Clerk to draw up a sample job description & salary guidelines to be taken to Full Council for consideration. Proposed by Cllr Jones, seconded by Cllr Nicholls & agreed unanimously.

12. Planters, bus stops & street furniture.

Cllr Hancocks wished to draw attention to the maintenance requirements of planters, bus stops & bins in the Wards. It was agreed that some action is required and a full itinerary & plan of action be compiled. The Clerk will assess all villages with a representative of each Ward over the coming fortnight.

RECOMMENDATION: Council to consider the findings in line with the discussions from Item 11.

13. LDC St Johns Church contract- consider “cut and collect” addition to contract.

The figures presented to the Clerk for “cut and collect” seem excessive so a review of these has been requested. LDC to respond. This is just a cost finding exercise- there are no plans to change the contract at present.

14. Date & time of next meeting Tuesday September 25th at 5.30 Parish Council Office.

15. A.O.B

- (i) Cllr Fordham asked the Committee to accept the Little Aston Recreation Ground Association public liability insurance invoice for payment. **ACTION:** clerk to process. DONE
- (ii) Cllr Wilson & Cllr Salter have, following a letter from a concerned resident, investigated a significantly over grown beech tree outside the main Little Aston shops, which is causing serious concern. It is hanging over the pavement to the degree that pedestrians have to walk in the road to avoid it at great risk to themselves. It was requested that the Committee approve immediate action to rectify. This was unanimously agreed. **ACTION:** Clerk to contact tree services immediately. **DONE:** awaiting call back.
- (iii) Cllr Wilson put forward a request for the Committee to consider the Parish Council taking over responsibility for the Little Aston Christmas tree. The cost would initially be for some trimming & then the cost of a cherry picker to put the lights on (one off cost of £750.00) & the cost of the lights themselves potentially. The Committee unanimously agreed that the Clerk should contact Little Aston Community Association to request permission to move forward & ask if they would like to make a financial contribution. **ACTION:** Done. **RECOMMENDATION:** Committee recommend Full Council approval if permission forthcoming.
- (iv) The Clerk requested permission to attend a course in August on Cemetery Legal Compliance at a cost of £75.00. This was unanimously approved.
- (v) Following on the decision for Shenstone Community Library to refurb & maintain the telephone box on the Birmingham Rd, the Clerk presented the quote of £60.10 to purchase the specialist paint. The Committee, in the majority, agreed to fund. **ACTION:** Clerk to order. **DONE.**

Signed:

Chair, Finance Legal Health & Safety Committee

Date:

4th Sept 2018