



SHENSTONE PARISH COUNCIL

Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,
Parish Council Office 25C Main Street Shenstone WS14 OLZ
Tel: 01543 481 947 e-mail: admin@shenstone-staffs.gov.uk web: www.shenstone-staffs.gov.uk

APPROVED MINUTES OF FINANCE, LEGAL, HEALTH AND SAFETY COMMITTEE 4th SEPTEMBER 2018

16. Register of Members in attendance.

Cllrs Sheila Beilby, Rita Hancocks, David Salter, Gail Nicholls, Jean Wilson, Stuart Jones.
Clerk/RFO: Shirley O'Mara

17. Apologies Received.

Cllrs Charles Fordham & Tim Cox

18. Declarations of interest on agenda items.

Cllr Nicholls in items 26 & 27
Cllr Beilby in Item 27.
Cllr Jones in item 24.

*SB
20/9/2018*

19. Public Participation.

None

20. Approve minutes of last Finance, Legal, Health & Safety meeting Tuesday June 26th 2018.

Approved & signed.

21. Finance.

The Clerk shared the current position of expenditure against Precept (attached).

In addition a full breakdown of the three bank accounts was shared along with a forecast of expenditure remaining (attached). It was agreed that the following division of funds between bank accounts should be actioned: 1) Move £30,752 from the Natwest Current Account to the Nat West Reserve account which is entirely ear marked funds for the development of a new cemetery in Shenstone. This would leave £1,000 as a float in the main account. 2) Move a further £2,248 from the Unity account to the Nat West reserve account making a total of £33,000 in transferred funds- the exact amount of income from the sale of the Eastridge Croft land & funds always earmarked for the cemetery development.

It was also agreed that the Clerk be issued with a debit card from Unity Bank for sundry expenditure & that the Clerk also take advice from Nat West regarding a more beneficial interest account for the ear marked cemetery funds.

RECOMENDATION: Full Council approve all of the actions above. Proposed Cllr Beilby, seconded Cllr Nicholls.

The Clerk also shared details of August transactions highlighting expenditure for the Richard Cooper Room woodworm repairs. Also payments to Mark Ridgeway Burial Services & St Johns Church for the internment of a deceased which the Clerk as Registrar dealt with entirely as the bereaved family lived in Monmouth- Shenstone Parish Council received payment in full for all services & paid bills accordingly.

22. Lengthsmans Contract.

Cllr Beilby briefed the Committee on the outcome of the Lengthsmans interviews which were held last month & the Employment Committees decision to appoint Steven Crane for 16 huors per week at a rate of £10.00 per hour on a three month trial. This was unanimously approved by the Committee.

RECOMMENDATION: Full Council approve the appointment of Steven Crane as unanimously agreed by both Committees. Proposed Cllr Beilby, seconded Cllr Wilson.

JB
20/11/2018

23. Review of Standing Order 14- Delegated powers to i) Finance Committee ii) Clerk
A discussion took place with regard to delegating some financial authority to the Finance Committee & to the Clerk in order to improve the efficiency of the Council but maintain a high level of control & transparency. It was unanimously agreed that it would be highly beneficial for the Finance Committee to have delegated authority to approve expenditure of up to £1000.00. Also for the Clerk to have delegated authority to make and approve transactions of up to £300.00 with the number of transactions limited.
RECOMMENDATION: Full Council approve revision of Standing Order 14 to this effect & a new set of Financial Guidelines be produced & published . Proposed Cllr Jones, seconded Cllr Hancocks.
24. Councillor Led Grant Application- Shenstone Community Library Local History Group.
Cllr Jones has submitted a grant application for £500.00 on behalf of Shenstone Community Library Local History Group towards the development costs incurred in the construction of a heritage trail around Shenstone and the leaflets needed to accompany this. Other potential avenues of funding are being investigated after coming to light since the application was submitted so the amount requested may be significantly reduced. Therefore, at this stage, Cllr Jones is just looking for agreement in principle. Agreement was proposed by Cllr Salter, seconded by Cllr Nicholls & unanimously agreed.
RECOMENDATION: Full Council agree in principle to support the application.
25. Emergency Grant Application- Shenstone Rainbows
An application for £248.45 has been submitted from Shenstone Rainbows for the purchase of two collapsible tables to replace two tables which were stolen during the Fun Run. As the tables actually belonged to St Johns Church Hall there was some discussion as to whether insurance should cover the loss. The Clerk charged to investigate as well as research table costs.
26. Staffordshire Safer Roads Partnership Grant- possible application.
Cllr Nicholls requested the agreement in principle that the Council will support any application towards funding traffic calming measures in Cartersfield Lane and that the £11,040 currently held in the Stonnall Neighbourhood Plan fund be allocated to the same.
This was unanimously agreed by the Committee after a proposal from Cllr Salter & seconded by Cllr Hancocks. **RECOMENDATION: Full Council agree in principle to support the application.**
27. Replacement bins for Stonnall Playing Field.
A request was made for a new bin to replace a damaged one on Stonnall Playing Field. This was proposed by Cllr Hancocks & seconded by Cllr Salter. **RECOMENDATION: Full Council approve purchase.**
28. To set date, time & location of next finance, Legal, Health & Safety Committee Meeting.
Tuesday November 20th 2018 5.00 Parish Council Office.
29. A.O.B.
Christmas tree lights for Little Aston- a quote has been received from Christmas Plus Ltd
To supply 40 LED strings of white (other colours available) at £36.00 each: £1,440 + Vat and 4 transformers at £52.50 each: £210 + Vat. Total: £1,650.00 + Vat
Hire of a spider access machine at a cost of £600 + Vat
Installation cost £ 325.00 + Vat.
Further quotes will now be sought as a matter of urgency.
- Pinfold Island advertising- Russell's the Butchers have enquired about advertising rates. £200.00 per sign
Per annum was confirmed.
- Website hosting- the Clerk is in receipt of an email from "Seen Everywhere" with regard to website charges. After discussion, it was agreed that more information is required before action.
- Cllr Fordham has forwarded the Clerk details of Shenstone Playing Fields Insurance policy.

JB
20/11/2018