



SHENSTONE PARISH COUNCIL

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APPROVED MINUTES OF FINANCE, LEGAL, HEALTH AND SAFETY COMMITTEE MEETING TUESDAY MAY 28th 2019

1. Register of Members in attendance.
Cllr Sheila Beilby, Cllr David Salter, Cllr Stuart Jones, Cllr Gail Nicholls.
Shirley O'Mara- Clerk/RFO
2. Apologies Received.
Cllr Nicki Gobran & Cllr Nicola Macdonald.
3. Declarations of interest on agenda items.
None.
4. Public Participation.
PCSO Steve Smith for A.O.B
5. Appointment of Chairman of Finance, Legal, Health & Safety Committee & adoption of terms of reference.
Cllr Sheila Beilby was unanimously re-elected as Chairman of the Finance, Legal, Health and Safety Committee for 2019/20.

The Financial Terms of Reference were unanimously accepted & approved.

6. Approve minutes of last FLH&S meeting Tuesday January 29th 2019.
Approved & signed.
7. Agree signatories for Banking.
Cllr Beilby & the RFO confirmed signatories for Unity & Nat West Bank. Cllr Jean Wilson to be removed as signatory for Nat West.
8. Finance - current financial position.
Transactions for approval
Unity Bank- £215,396.00. Nat West Liquidity Account (Earmarked funds for cemetery) £160,496.85
Nat West Current Account £960.00. Nat West Business Reserve £3097.74.
Transactions for May were shared highlighting the payment of Zurich Insurance & the Playdale inspections.
9. Feedback from Alan Toplis re Mazaars external audit communication.
The Clerk has received an email from Mazaars, the external auditors. As the Council have carried forward more than £200,000 the auditors require additional information:
 - Copies of declaration of acceptance of office inc code of conduct for all Councillors in post on 31/5/2017.
 - A link to the website evidencing the notice of completion of the auditor's work on the 2017-18 Accounts Governance Annual Return through a published completion certificate
 - Details of trust fundsThe Clerk provided a link to the website & trust fund information is not applicable. There are no copies of the declarations on file in either the office or at Lichfield DC though there is evidence of receipt.

Alan Toplis has informed the Clerk that if more than £200,000 is carried forward again Council will have to move to receipts and payments accounting and adopt an accounting package such as scribe or sage rather than excel which is used now. This is extremely complicated especially as the amount carried forward is predominantly ear marked funds for a new cemetery and not likely to be a regular occurrence. He advises that Council move forward with the new cemetery plans so that the funds are utilised and not simply earmarked. Should Council not decide to pursue the cemetery following research then the funds may be utilised elsewhere but should be done so soon.

RECOMMENDATION: The Committee recommend that Full Council consider public meetings to assess opinion on a new cemetery for Shenstone which is likely to be outside the village but within the Parish, if at all. Also that a referendum then takes place. This will allow Council to judge public opinion before committing funds.

RECOMMENDATION: The Committee recommended that Council retain Alan Toplis as internal auditor for 2019/20.

10. Consider erection charges of new Parish Council noticeboards £425.00 + VAT per board.

RECOMMENDATION: The Committee recommended that Council approve the costs of erecting the new noticeboards once approval for placement has been received.

11. Confirm date to review Lichfield District Council soft landscaping contract.
Thursday 27th June 11.00am Parish Office.

12. Consider bins on Church Rd, Stonnall.

Clr Nicholls requested a new bin for outside St Peters Church in Stonnall.


RECOMMENDATION: The Committee recommended that Council approve the cost of erecting a new bin and its addition to the Lichfield District Council cleaning/emptying contract.

13. To set date, time & location of next Finance, Legal, Health & Safety Committee Meeting.
July 30th 2019 5.30 Parish Council Office.

14. A.O.B.

PCSO Steve Smith briefed Council on an initiative to install parking buddies outside the schools in the Parish. PCSO Smith will compile details of costs including confirmation of contributions from the schools and a local businessman and is seeking support from Council for the remaining funds as well as permission to proceed.

RECOMMENDATION: The Committee recommended that Council consider contributing towards this initiative and grant permission to proceed.


30/7/2019