

## Notes of Committee Meeting 27<sup>th</sup> February 2019 at the Bear Inn

Present			Apologies
John Thomas (in Chair) Andrew Burrow (minutes) Wendy Gault	Jane Edwards (JED) Ken Shaw (Treasurer)	Bill Bailey Jim Ellis (JE)	Kay Howles Graham Lock Alan Hanbury
Item No	Action		By whom
1/2018	The minutes of the meeting of 9 <sup>th</sup> October 2018 were approved		
2/2019	Matters Arising		
	<b>Repairing planters in Berkswell village</b> BB reported that this would be undertaken by volunteers when required and he would buy the materials and claim the money from the Society. This was agreed		
	<b>Station Library</b> Installed and running with great support from the Station Master (Graham). One act of vandalism rapidly sorted and about 30 books taken to date and replaced.		
	<b>Berkswell village telephone box</b> WG reported that she could not find a volunteer to look after a library if one was created.  JE/ASB offered to clean and jet wash it if power and water could be organised from the neighbouring property  Contact Barston PC to find out how they painted their phone box and the cost		WG and then ASB/JE
	<b>Planters and seats on the Waste Lane Green</b> These had been installed. Materials supplied by the parish council for the planters and the society for the seats		BB
	<b>Planters on Berkswell Gate</b> Two are installed. Made by ASB with materials supplied by the PC. Flowers funded by Society and looked after by a new member Judith Keate.		
	<b>Parking and Traffic Calming in Berkswell village</b> JE reported that the total estimated cost was £265k which could be broken into phases. We were awaiting the outcome of the study that SMBC had undertaken close to the HS2 line with a view to establishing which pieces of road should benefit from the £2.4 million HS2 road safety fund. If that did not work then we could apply for a lower level of funding from the HS2 Community fund.		
	<b>Wildflowers in verges</b> It had been established that SMBC could cease to mow and area to allow wild flowers compatible to grass in verges to thrive. Due to workload JE unable to progress at the moment.		JE/KS
4/2019	<b>Treasurer's report – 2018 Accounts</b>		
	The 2018 accounts were approved (see appendices 1 <sup>st</sup> and 2 <sup>nd</sup> page)		
	The draft reserves policy was approved (see appendices last page)		
	The scrutineers report was read and noted. It was agreed <ul style="list-style-type: none"> <li>To leave the financial year as January to December and not move it to April to March. This decision was taken on the basis that the Society</li> </ul>		

	<p>AGM was in May each year and there would not be sufficient time to complete the accounts and audit for that AGM if the financial year ended on 5<sup>th</sup> April. It was not possible to move the AGM because that was tied to the Parish Annual meeting which had to be in May.</p> <ul style="list-style-type: none"> <li>It was noted that the bank accounts had been reduced to 2 with the closing of the BSMOG account. The scrutineer had suggested closing the deposit account given the very low rate on interest to ease administration particularly the “audit”. On balance the Treasurer considered that interest rates might increase and the interest received increase at some point. To ease administration in the short term all current reserves would be held in the current account and the deposit account kept open (in case) by the investment income being paid into it. That would minimise transactions on the deposit account and hence the administration. That position was agreed</li> </ul>	
	<p>It was noted that ASB had made a complaint to Barclays about them sending a bank card to him for the Society Account. It was a long story not worth recording in detail in the minutes. Barclays has apologised and send a £50 compensation payment to ASB personally. (Not the Society). ASB handed £50 in cash to the Treasurer as a donation to the society. It was agreed that KS would transfer the same amount from his personal bank account to avoid travelling to Knowle to pay in a cheque or cash subject to the “accounts scrutineer conforming that this was satisfactory (note Richard Drake, (the scrutineer, verbally conformed it was satisfactory on Saturday 2 March 2019 in discussion with KS and ASB as long as there was a minute to support it and the accounts showed it.</p>	KS/ASB
5/2019	<p><b>Grant applications</b></p> <p>It was agreed to make grant applications to the Berkswell Charities and the parish council for £500. It would justify it on the basis of its ongoing activities of planting out the planters (the numbers of which had increased) and bulb planting with an explanation of its activities in 2018. There were no special projects planned for 2019 and the PC had funded directly the new planters on Waste Lane and Hallmeadow Road.</p> <p>It was also agreed that as a grant aided body that it would be inappropriate for the Society to make a grant to the village fete.</p>	AB
6/2019	<p><b>AGM</b></p> <ol style="list-style-type: none"> <li>23<sup>rd</sup> May before the parish assembly (probably 7.30 start TBC)</li> <li>Welcome by JT</li> <li>Report on activities by ASB</li> <li>Accounts – JT (with help preparing from KS who cannot attend)</li> <li>Election of Committee</li> </ol>	ASB & JT
7/2019	<p><b>Membership Drive</b></p> <ol style="list-style-type: none"> <li>WG to coordinate in country</li> <li>AB to coordinate west of greenway</li> <li>Door to door with physical sign up. ASB to produce form</li> <li>Leave sorry you are out card if person not in or just to say who we are</li> </ol>	ASB
8/2019	<p><b>Solihull Plan</b></p> <p>It was agreed to submit a response based on concerns about the greenbelt and specific issues (not general opposition to new housing). To be agreed by circulation. JT to sign. ASB to draft and seek opinions</p>	JT/ASB

9/2019	<b>HS2 haul route and station parking</b> It was noted that HS2 are proposing a haul route down Hallmeadow Road with 350-400 HGVs each way per day for 2020 to 2021 dropping to about 80 thereafter until 2026 completion date. Station car park extension to take cars displaced from Hallmeadow. PC seeking yellow lines on Station Road to deter all day parking as part of same project. (parking ban of ½ hour morning and afternoon Monday to Friday) subject to consultation with residents.	
10/2019	<b>Litter Picking</b> 1. Regular litter picking in Balsall Common every 2 <sup>nd</sup> Saturday in the month meeting outside of the library at 10 am. Covering “centre” of Balsall Common including all the way down Station Road to the station roundabout. 2. Berkswell village and surrounds litter pick Saturday 23 <sup>rd</sup> March at 10 am. Meet in car park? 3. WG to check with Sophie Lock to see if pickers could be asked if they would do a more regular event or be issued with a picking tool to use when they have time on a specific road within Berkswell village.	WG
11/2019	<b>Village Farm</b> WG and BB gave an update on residents’ discussion with Berkswell Estate on the latest ideas for village farm improvement. These involved refurbishing the listed house, converting the listed brick barn into an annex to the main house and the building of 6 new houses all within the limits of the yard and not including the field by the footpath. Discussions are ongoing to try to resolve outstanding concerns.	
12/2019	<b>Berkswell Fete – Saturday 15<sup>th</sup> June</b> Society to consider membership drive by getting people to leave their email address on a “beer mat” which will be put in a free draw for a bottle of bubbly. AB to find out about cost of “beer mats”. There were various ideas for other activities that the Society could do but no conclusion was reached.	AB
13/2019	<b>Recognition of retiring Borough Councillor (David Bell)</b> AB to check with the PC and the Councillor to <u>formally</u> recognise, at the parish assembly/society AGM, the huge contribution by David Bell to Berkswell Parish	AB
	<b>Date of next meeting will be 29<sup>th</sup> May 2019 at 7.30pm at the Bear Inn.</b>	JT

## Appendices – 2018 Accounts and Scrutineers report and recommendations (3 pages)

Berkswell Society		
Income and Expenditure Account		
To 31 December 2018		
Income	2017	2018
Berkswell Charities Annual Grant	450.00	450.00
Parish Council Annual Grant	500.00	500.00
Investment Dividend	698.32	574.88
Bank Interest	0.14	1.68
Donations from Balsall Common Festival	30.00	0.00
	<u>1,678.46</u>	<u>1,526.56</u>
<b>Expenditure</b>		
Parish Plants/Planters/Benches	1,137.27	1,038.18
Printing Berkswell Society Information Cards	0.00	59.00
Domain Registration	0.00	74.34
CPRE Membership	36.00	36.00
NGS Brochures	0.00	139.58
Little Ray of Sunshine	30.00	0.00
Footpath Sign	0.00	40.60
Tourist Information Board	365.21	0.00
Best Kept Village Plaque	270.00	0.00
Scout Hut Donation	500.00	0.00
	<u>2,338.48</u>	<u>1,387.70</u>
<b>Excess of Income/Expenditure</b>	<b>-660.02</b>	<b>138.86</b>

**Berkswell Society**  
**Balance Sheet**  
**As at 31 December 2018**

	31 December 2017	31 December 2018
<b>Excess of Income/Expenditure</b>	-660.02	138.86
<b>Bank Accounts</b>		
Opening balance at 1 January 2018	2,275.61	1,615.59
Carried forward at 31 December 2018	1,615.59	1,754.45
<b>Represented by:</b>		
Current Account	1,558.51	245.38
Deposit Account	773.02	1,221.63
BSMOG Dividend Account	183.44	0.00
Closing Bank balance	2,514.97	1,467.01
Less Uncleared Cheques at 31 December 2017	899.38	0.00
Plus Investment Dividend Due	0.00	287.44
Closing Cash Book Balance	1,615.59	1,754.45
<b>Investment Account</b>		
Opening balance	9,599.50	11,169.00
Dividends Paid	-698.32	-574.88
Nominee Charge	-40.00	-40.00
Legal Identification Fee	-84.00	-84.00
Gain in 2017 and Loss in 2018	2,391.82	-1,856.00
Closing balance	11,169.00	8,614.12

## ACCOUNTS SCRUTINY REPORT

To the Committee of the Berkswell Society

For the year ended 31<sup>st</sup> December 2018

### Introduction

I have been instructed by the Committee to review the financial information for the Berkswell Society for the year ended 31<sup>st</sup> December 2018 which comprises a summary of the Income and Expenditure for the year and a Summary of the Bank Accounts as at 31<sup>st</sup> December 2018.

### Committee responsibilities

The Summary of the Income and Expenditure and the Summary of the Bank Accounts is the responsibility of, and have been approved by, the Committee. The Committee are responsible for maintaining books and records to support the preparation of the Summary of Income and Expenditure and the Summary of the Bank Accounts.

### Review scrutiny performed

Closing balances on 31<sup>st</sup> December 2018 are confirmed as:

Cash Book	£ 1,754.45
Barclays Bank:	£ 1,467.01
Investment Account:	£ 8,614.12

I have conducted my review by making enquiries of the Committee and examining the financial information in the books and records (including bank statements) maintained by the Treasurer on behalf of the Committee. My review has been substantially less in scope than an audit performed in accordance with United Kingdom auditing standards and, therefore, provides a lower level of assurance than an audit. Accordingly I do not express an audit opinion on the financial information. Some recommendations for improvements have been shared with the Committee.

### Review scrutiny conclusion

On the basis of my review I am not aware of any material modification that should be made to the financial information as presented for the year ended 31<sup>st</sup> December 2018.

Richard Drake  
Morrivale, Green Lane  
Balsall Common CV7 7EJ

  
15<sup>th</sup> January 2019

## Berkswell Society Accounts 2018

### Recommendations to the Committee following accounts review

Having satisfactorily completed my review of the accounts for 2018 I would make the following observations/recommendations:

- 1) I note that a Reserves Policy has been drafted for approval. I consider the draft I have seen to be fit for purpose.
- 2) One of the 3 bank accounts has been closed. You still have 2 active accounts. The Business Premium account earned you less than £2. That is not worth your Treasurer's or Scrutineer's time. I recommend transferring all funds to the normal account and minimising use of the Premium account. Leave the Premium account open if you think at some time in the future either the balance or interest rates will justify using it.
- 3) The current financial year end does not line up with the Investment Account reporting cycle. I understand you have considered this and decided not to change for non-financial reasons which I accept.

I am happy to discuss these with the Committee if that would be helpful. I would like to thank Ken Shaw for his assistance in conducting this review.

  
Richard Drake  
15<sup>th</sup> January 2019

## **Berkswell Society**

### **Draft Reserves Policy**

#### **Principal Reserve**

The Society's principal reserve comprises 7,300 General Accident Preference Shares being the residue of monies raised by the Berkswell Society Mine Opposition Group in 2011.

As agreed at the meeting of the Berkswell Society Committee held on 27 February 2019 (minute 4/2019 refers), this reserve will remain ring-fenced only to be used to finance opposition to any future perceived serious threat to the preservation of the Berkswell Parish.

The use of any monies from the Principal Reserve will require both a majority agreement by the Society's Committee and the majority agreement of Berkswell Parish members at a Special General Meeting.

#### **Other Reserves**

Reserves are also held in two accounts with Barclays Bank to facilitate ongoing income and expenditure required to ensure the smooth running of the Society. The accounts are maintained within a target range of no less than six months and no more than two years' normal expenditure.

The Barclays accounts are operated by the Society's Treasurer with any spend having the prior approval of either the Chairman or Secretary of the Committee.

27 February 2019