

Minutes of the meeting of the Finance & General Purposes Committee**Held on 1st February 2010 at 8.30 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, John Veasey, John Head, Brian Davis.
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

None

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None.

5. Minutes of meeting held on 7th Dec 2009 and Matters Arising**Resolved:** The Minutes of the meeting held on 7th December 2009 were approved and signed by the Chairman.

5.1. Matters Arising

5.2. Outstanding Actions

(6/4/09) The Clerk to further revise the Standing Orders and circulate for consultation.***Action to Clerk***

The Standing Orders Issue 1 (29 June 2009) has been copied to all councillors. Action closed

(6/4/09) Clerk to investigate how donations considered by other council's are reviewed.***Action to Clerk***

Ongoing – part of Finance Policy Document (1/2/10)

(3/8/09) Clerk to address the outstanding issue of an un-reported £25.33 in the Bank Statements and reflect the outcome by corrected reporting.***Action to Clerk***

This anomaly was corrected at the end of December. Action closed

(3/8/09) Clerk to request clarity on the provision of "employee gratuities" from ALCA/NALC***Action to Clerk***

Ongoing. It appears that we are already in possession of all the relevant information. The only question outstanding is whether the retirement gratuity is compulsory for all employees. (1/2/10)

(5/10/09) Clerk to investigate the cost and feasibility of providing a litter bin in the cemetery and report to the Playing Fields Committee.***Action to Clerk***

Ongoing – The Clerk suggested that there are a number of litter bin requirements outstanding throughout the parish and it may be an opportune time to survey the total requirement and create a single project. (1/2/10)

091207-1 The Clerk to obtain quotes from local security firms for night-time locking of the YC car park **Action to Clerk**

See item 9.3 Playing Fields Committee minutes 1/2/10. Action closed

091207-2 The Clerk to revise all the target dates of the Policy Document Plan accepting that the process must be completed but in a reasonable time. High priority was to issue the Standing Orders and Financial Regulations. **Action to Clerk**

See item 10.1 Action closed

091207-3 The Clerk to review the employment contract of the operative undertaking the Bus Shelter Cleaning & Playground Inspections **Action to Clerk**

Ongoing (1/2/10)

6. Matters Arising from Committee reports

- 6.1. Planning Committee – none
- 6.2. Footpaths & Allotments Committee - none
- 6.3. Playing Fields & Open Spaces Committee - none

7. Financial Reports

- 7.1. Receipts & Payments

Resolved: The Receipts & Payments statement for Jan 2010 was accepted and signed by the Chairman.

- 7.2. Budget Report & Interim Account

Resolved: The Budget Report and Interim Account for Jan 2010 were accepted.

- 7.3. Bank Reconciliation

Resolved: The Bank Reconciliation statement for Jan 2010 was accepted and signed by the Chairman.

8. Financial Matters

- 8.1. Reserve Fund

The following was presented to the meeting for their consideration.

The documented reserve fund at year end 2008/9 was £49.5k with the amount in the General Reserve Fund totalling £60k. This is not good practice and may cause problems to the auditors. The potential issue will disappear if the reserves are allocated into funds identified for specific purposes.

The accounts already show a small number of specific reserve funds but even after the budgeted amounts are transferred from the General Account this year, the accounts will still show a debit in some funds, including the JH, Play Area and Bus Shelter reserve funds. This is historical as previous expenditure from these funds has far outstripped their income. This appears to be a bit of accounting nonsense as it seems illogical to have a negative reserve fund.

If adjustments are limited to the budgeted amounts the reserve fund will total £53k with most of the important specific reserve funds showing a debit. There is no suggestion to alter the budgeted amounts.

This recommendation is limited to transferring funds from the **general** reserve fund to **specific** funds to place them all in credit or in some cases zero them. This will achieve a number of things:

1. Reduce the total unspecified amount in the general reserve fund.
2. Lose a number of "specific reserve funds" that are no longer relevant.
3. Place all specific reserve funds in credit.

The process suggested to determine the amounts to be distributed to specific reserve funds should be based by the budget area at greatest "risk" of having major expenditure in the future. The proposed distribution is based on the following indication of the risk of major expenditure:

1. Play Area – reserve to be a max of £30k with a 95% risk of major expenditure (costly items, inspections, wear and tear, end of life)
2. Computer/IT – reserve to be a max of £2k with a 95% risk of major expenditure (out of date, software, accounts, 3yrs old not worth repair)
3. Staff – reserve to be a max of £2k with an 80% risk of major expenditure (reliefs, sick pay)
4. Open Spaces – reserve to be a max of £10k with a 70% risk of major expenditure (trees, public access, used frequently, vandals, fencing deteriorates.)
5. War Memorial – reserve to be a max of £2k with a 60% risk of major expenditure (previously identified problem)
6. Cemetery – reserve to be a max of £10k with a 60% risk of major expenditure (fencing, vandals, trees,)
7. Allotments – reserve to be a max of £3k with a 60% risk of major expenditure (fencing/boundary's, access, new facilities)
8. Bus Shelters – reserve to be a max of £8k with a 50% risk of major expenditure (some now quite old)
9. Footpaths – reserve to be a max of £2k with a 40% risk of major expenditure (litter/dog bins,)
10. Youth Centre – reserve to be a max of £5k with a 30% risk of major expenditure (currently enthusiastic and effective management.)
11. Jubilee Hall - reserve to be a max of £5k with a 10% risk of major expenditure (currently enthusiastic and effective management, large reserves,)

The proposed Reserve Funds for year end March 2010 are as follows:

Resolved: The Finance Committee recommends to full council that the Reserve Account be re-organised into the following reserve funds for the account statements at year end March 2010.

		2009/10 Proposed		
		Income	Exp	Balance
General Reserve Funds	Transfer to Cemetery Reserve Fund		4,000	
	Transfer to Play Area Reserve Fund		20,000	
	Computer & Software		1,000	
	Transfer to Staffing Reserve		500	
	Transfer to Jubilee Hall Reserve		1,003	
	Transfer to Bus Shelter Reserve		4,000	
	Transfer to Teen Shelter Reserve		371	
	Transfer to Open Spaces Reserve		2,000	
	Transfer to Footpaths & Streetcare Reserve		1,000	
	Transfer to Allotment Reserve		1,000	
	Transfer to War Memorial Reserve		1,350	
	General Reserve Fund Total		0	36,224
	Jubilee Hall Reserve fund	-1,558		-2,816
	Youth Centre Reserve fund	-540		--1,974
	Staffing inc. Retirement Gratuity	-600		-1,807
	War memorial Reserve Fund	-1,450		-2,000
	Play area Reserve Fund	-21,850		-18,430
	Election Expenses Reserve Fund	-100		-700
	Computer / IT Reserve Fund	-1,200		-1,200
	Bus Shelter Reserve Fund	-4,400		--339
	Training Reserve Fund			0
	Parish Plan Reserve Fund			-270
	Teen Shelter Reserve Fund	-371		-0
	Youth Centre Car Park Reserve Fund			-4,335
	Cemetery Reserve Fund	-4,000		-2,430
	Open Spaces Reserve Fund	-2,000		-4,000
	Footpaths & Streetcare Reserve Fund	-1,000		-1,000
	Allotments Reserve Fund	-1,000		-1,000
	All Reserve Funds Total	-40,069	36,224	-53,554

8.2. Parish Council Charges 2010/2011

Resolved: The Finance Committee recommends to full council that the Parish Council Charges for year 2010/2011 be raised by 2.5% as follows:

Draft Schedule of Charges 1st April 2010 to 31st March 2011

CEMETERY

These charges apply where the deceased or the person to whom an exclusive right of burial is granted is, or has been, a resident of the Parish of Alveston. In all other cases fees and charges are DOUBLE those shown.

Purchase of exclusive rights of burial	2009	2011	Thornbury
Grave - Path side (if available)	150.00	162.00	271.00
Grave - Elsewhere	140.00	151.00	179.00
Grave – infant	68.00	73.00	135.00
Grave – Stillborn	15.00	16.00	
 Cremated Remains Area	 32.00	 35.00	 62.00
Internment fees			
Of a body in a grave:-	103.00	111.00	190.00 ☉
Of a body in a grave:- Infant	51.00	55.00	136.00 ☉
Of a body in a grave:- Stillborn	15.00	16.00	42.00 ☉
Of cremated remains in a casket	63.00	68.00	63.00 ☉
Scattering of ashes in garden of remembrance or in grave space.	26.00	28.00	25.00
Memorial Fees			
The right to place or erect a memorial, including first inscription			
Head stone not exceeding 1 metre in height	103.00	111.00	79.00
Flat or sloping tablet not exceeding 6 inches in height	57.00	62.00	57.00
Additional Inscription	28.00	30.00	15.50
Miscellaneous Fees			
Search Fee	15.00	16.00	6 – 21.00
Certified copy of Burial Register entry	15.00	16.00	8.00

Playing Field

	2009		2011	Thornbury
	Season Hire	Casual Hire	(+2.5%)	
Hire of Senior Football pitch		35.00	38.00	21.50
Hire of Junior Football pitch		14.30	15.00	13.85
Hire of Cricket Pitch Seniors		35.00	38.00	
Hire of Cricket Pitch Juniors		14.30	15.00	
Hire of Boules court		10.00	11.00	
Hire of any other part of field		13.50	14.00	
Cricket - Hire of field and square one day per week for the season. (2010 Budget £406.0)	385.00		414.00	
Senior Football - block booking rate for pitch hire for season of 10 games. Additional games @ 1/10 rate. (2010 Budget £415.00)	230.00		246.00	652.00 *
Junior Football - block booking rates for pitch hire for Junior soccer season of 10 games. Additional games @ 1/10 rate (2010 Budget £460.00)	96.00		103.00	368.00 *

* Thornbury Football pitch hire per "contract season" charge inc. marking out + nets

☉ Includes digging grave & re-instatement.

9. Authorisation of Payments & Income Received

9.1. Payments

The following payments were approved and authorised by Cllrs. Veasey & Davis.

Payee	Details	Chq. no	£
M Webb	Cemetery & Play Area Spraying	1700	110.00
CRK Garden Manicures	Grounds Mtce Jan 2010	1701	991.70
ADD Plant	Digger Hire at Allotments	1702	293.75
Bank of Ireland	Stopped cheque charge	dd	7.50
	Total expenditure		1402.95

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to January 4th 2010	dc	-0.02
Co-operative Bank	Untaxed Interest to 5th Jan 2010	dc	-6.58
Dignity Funerals	Fee for additional inscription - plot 47 - Amos	inc 1615	-29.00
	Total expenditure		-35.60

10. Policy Documents

The Policy Document Plan

Resolved: The Finance Committee agrees to the revised policy document plan as follows:

Document	Document Version	Target Date	Authorised Date
Standing Orders	Issue 1		18/5/2009
Model Code of Conduct (A revision (issue 2) has been circulated to all members for comment and authorisation on 15/2/10)	Issue 2	15/2/2010	
Financial regulations	Under Construction	1/3/10	
Parish Publication Scheme	draft near completion for circulation.	1/3/10	
Guide to Information	GTI 081218	1/4/10	
Committee Terms of Reference	SCTOF 090324	1/3/10	
Code of Practice for Handling Complaints	Under Construction	1/4/10	
Parish Council Administration	Under Construction	1/4/10	

11. Correspondence

None

12. Any other business

None

The meeting was closed at 9.00 pm.