

Minutes of the meeting of the Finance & General Purposes Committee**Held on 10th May 2010 at 8.00 pm in the Bush Room****Present:** - Cllrs. John Cutland (Chairman), Brian Davis, Mike Webb, Brian Lee, Bernard Willcox.
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

Cllr Alison Peters, Terry Hunt, John Head

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None.

5. Minutes of meeting held on 12th April 2010 and Matters Arising**Resolved:** The Minutes of the meeting held on 12th April 2010 were approved and signed by the Chairman.

5.1. Matters Arising

None

5.2. Outstanding Actions

5.2.1. (6/4/09) Clerk to investigate how donations considered by other council's are reviewed.**Action to Clerk**

Ongoing – part of Finance Policy Document (1/3/10)

Action Closed**5.2.2. (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**

It was agreed to create a small project where the Clerk would prepare some maps of the Parish and an identification list as a pack which volunteer Council members would use to each survey a part of the Parish. This would create a complete survey of the Parish's litter and dog bins, their location, type and condition.

F100510-1 The Clerk to prepare Litter/Dog Bin Survey Packs.**Action to Clerk****5.2.3. PC100215-3 The Council to investigate the insurance cover provided for The Show and confirm with the Community Forum.****Action to Council**

The committee determined that the Clerk should consult with our brokers over the detail of the query.

F100301-1 Clerk to confirm with Came & Co. the insurance cover provided for the event.**Action to Clerk**

The Clerk has communicated with Came & Co. who has confirmed that public liability insurance is valid but will not cover vehicle accidents unless there is complete segregation between vehicles and the public. Other detail was provided and this will be communicated to the CF. 12/4/10

It was agreed that the Clerk would liaise with Phil Squires to determine what issue remained.
10/5/10

5.2.4. PC100215-6 The Council to give details of the Cemetery Naturalisation Project to the Community Forum in support of it's Village of the Year project. *Action to Council*

The committee determined that the Clerk should identify with members of the PF & OS Committee the detail of the project and forward to the Community Forum...

F100301-2 Clerk to confirm the details of the Cemetery Naturalisation Project.

Action to Clerk

It was agreed that no further action should be taken.

Action Closed

5.2.5. PC100215-7 The Council to consider erecting a display of all previous John Dyer Award winners in the Jubilee Hall. *Action to Council*

A temporary list has been erected by Elaine & Brian Lee and the Clerk was asked to discuss with them their intentions.

The action prompted a discussion on the process, committee and rules of the John Dyer Award. Several members had been involved with the award both since its inception and later and felt it ma be time to review the award. It was agreed to invite the chairman of the committee to review the award with council members.

F100510-2 The Clerk to invite the chairman of the John Dyer Award to meet with Council members.

Action to Clerk

5.2.6. F100412-1 Clerk to determine the Parish Council's formal relationship with the Alveston Charities. *Action to Clerk*

Ongoing (10/5/10)

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 April 2010 was accepted and signed by the Chairman.

7.2. Budget Report & Interim Account

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

7.3. Bank Reconciliation

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

8. Financial Matters

8.1. 2009/10 Year-end Financial Reports

No further issues were raised with the accounts and they were now ready for Audit.

8.2. Audit 2010

The preparations for audit were nearing completion although there is an issue with the Councils management of the Recreation Field Charity. (See AOB)

9. Authorisation of Payments & Income Received

9.1. Payments

The following payments were approved and authorised by Cllrs. Brian Davis & Mike Webb...

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance April	1736	938.64
Mike York	Cemetery Fencing Repairs	1735	658.00
Alveston Jubilee Hall	Room Hire Feb - April	1737	144.95
Broker Network Ltd (Came & Company)	Insurance	1738	2,178.45
Bristol Water	Water Rate - Jubilee Field	1739	17.35
South Gloucestershire	Cemetery Rates (2 of 8) May 2010	dd	57.00
	Total expenditure		3,994.39

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to 6th April 2010	dc	0.02
	Total expenditure		0.02

10. Policy DocumentsThe Policy Document Plan

The Policy Documents have been revised as in the plan below.

Document	Document Version	Target Date	Authorised Date
Standing Orders	Issue 1		18/5/2009
Model Code of Conduct	Issue 2		19/1/2010
Financial regulations	Draft issue 1	1/4/10	
Parish Publication Scheme	Draft issue 1	1/4/10	
Committee Terms of Reference	Draft Issue 2	1/4/10	

Code of Practice for Handling Complaints	Under Construction	1/7/10	
Parish Council Administration	Under Construction	1/7/10	

Each draft document was discussed and minor revisions were agreed. The Clerk agreed to make the changes and it was agreed that with the changes made, the documents should be at Issue status.

11. Correspondence

None

12. Any other business

12.1. Alveston Recreation Ground Charity.

During his preparations for Audit, the Clerk had identified an issue with the management of the Alveston Recreation Ground Charity.

Alveston Parish Council has been the Sole Managing Trustees (Corporate Trustees) of Charity No. 301452, Alveston Recreation Ground since 1971. The object of the charity is the provision and maintenance of a recreation ground and facilities for the benefit of the inhabitants of the Parish.

Although a very simple income/expenditure annual return is made to the Charity Commission each year, no separate detailed accounts have ever been produced. Neither have specific and separate meetings ever been held.

In essence, if it were itemised separately, the Recreation Ground runs at a considerable loss each year (e.g. 2009/10 inc. £960, exp £11,845) but the budget is incorporated in the Parish budget and included in the remit of the Playing Fields and Open Spaces Committee. The Committee accounts are separately recorded and committee meetings held four times a year. However the Committee has a wider remit than just the recreation ground and although it is a separate agenda item the meetings never acknowledge the charity.

The problem is that the Audit documentation refers to the PC role as sole managing trustee and asks that we confirm that we have met all our responsibilities and that no account of the funds/assets of the charity is included within the Parish financial records. It appears that this statement first appeared in the Annual Return last year but its relevance was missed.

ALCA have been asked for their views on whether this is an issue and they have given a first response that suggests that to regularise the situation we should:-

1. Create a separate bank account in the name of the Charity and all income should be paid into this account.
2. Hold separate Trustee meetings each year to confirm the arrangements for risk management of the charity's assets and liabilities (Public Liability etc), and for setting the Hire Charges. This meeting can also confirm the delegation of the day-to-day management of the ground to the Clerk.
3. The Council can (and should) agree to meet the maintenance expenses of the Recreation Ground.
4. The Charity should resolve to pay the Council a contribution towards the maintenance and insurance costs (roughly equal to the income received!).
5. The balance of income not yet paid over will be represented by the balance with the bank.
6. On present values the Charity will have to prepare an Annual Report and Accounts - the accounts would be on receipts & payments basis only thus only showing the cash received from hiring's and the cash paid over to the Council for maintenance. A note to the accounts would show the value of contribution from the Council's funds by way of additional expenditure borne by it.

7. The transactions in the Council's accounts will be the total maintenance etc, costs and the income arising from the Charity as paid over.
8. The charity bank account is not part of the Council's reporting structures.

For this year's audit we may have to accept that things have been performed incorrectly in the past and have a plan in place to correct the procedures.

It was agreed to defer discussion on this item until the impact could be properly understood.

12.2. SG Core Strategy

It was agreed that the Clerk should continue to seek support from the Strategic Planning department in SG Council as agreed at the last PC meeting. It was hoped that we will have that support for the next discussion on the subject.

The meeting was closed at 9.00 pm.