

Minutes of the meeting of the Finance & General Purposes Committee**Held on 6th Sept 2010 at 8.50 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Brian Lee, Alison Peters, Brian Davis
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

Bernard Willcox (Holiday)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None.

5. Minutes of meeting held on 2nd August 2010 and Matters Arising**Resolved:** The Minutes of the meeting held on 2nd August 2010 were approved and signed by the Chairman.

5.1. Matters Arising

None

5.2. Outstanding Actions

5.2.1. **(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*

Ongoing (6/9/10)

5.2.2. **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 may 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*

Ongoing (6/8/10)

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments Committee

Following the programme set up in 2009, the Clerk advised that Bus Shelter No.3 – A38 northbound opposite the masons Arms, Rudgeway was the next most in need of attention. The FP&A Committee had resolved to seek an updated estimate for the work from CY Street Furniture and as the programme had already been approved and in the budget, if appropriate, arrange for the work to be completed.

Resolved: To endorse the FP&A Committee expenditure against budget on further Bus Shelter refurbishment.

6.3. Playing Fields & Open Spaces Committee

Cllr Alison Peters was unable to give any update on whether the Playbuilder Grant was still available. She was awaiting information from Tina Rainey.

7. Financial Reports

7.1. Budget Report & Interim Account

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

7.2. Receipts & Payments

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

7.3. Bank Reconciliation

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

8. Financial Matters

None

9. Authorisation of Payments & Income Received

9.1. Payments

The following payments were approved and authorised by Cllrs. Brian Davis and John Cutland.

Payee	Details	Chq. no	£
South Gloucestershire	Cemetery Rates (6 of 8) September	dd	57.00
CFS	Photocopy Services	1774	22.38
South Gloucestershire	Dog waste bin emptying	1775	119.15
CRK Garden Manicures	Grounds maintenance & Bus Shelter vegetation	1776	1,012.66
	Total expenditure		1,211.19

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to August 5th 2010	dc	-0.03
The Co-operative Bank	Interest to Aug 5th 2010	dc	-6.79
L & J Gulwell	Interment fee - W Crawford Plot 53	inc 1749	-68.00
Alveston Twinning Ass.	Hire of Lime Kiln Field	inc 1765	-15.00
	Total expenditure		-89.82

10. Policy Documents

10.1. The Grants Procedure

The Grant Aid Policy had been discussed and agreed at the PC meeting held on 16th August. The Clerk understood the changes necessary to ensure the policy was as open as possible with no exclusions to number of applications allowed or for what purpose the grant was sought. The revised policy is under construction.

11. Correspondence

None

12. Any other business

12.1. Audit Plan

Items identified as requiring attention following the internal audit and mostly included in the Audit Plan are as follows:

12.1.1. Cheque Registration - Create a cheque registration process.

This minor observation has now been rectified by a simple excel spreadsheet and paper copy held with the Parish Files. Action Closed.

12.1.2. Finance System - The auditor recommends a rapid change to a proprietary Parish Council Finance Software package as he is particularly concerned with the lack of security of formulae in the current excel spreadsheet working.

This has been an action outstanding to the Clerk following his own observations nearly a year ago. The initial investigation in November 2009 identified three proprietary systems, two of which appeared to be suitable for Alveston. The third system was "on-line" and with the limited broadband speed at the parish office, was not considered suitable. It was resolved on 2/11/09 for the Clerk to carry out further in-depth analysis of both the Scribe 2000 and Alpha Finance Director systems and include a visit to parish councils operating the system. Time constraints had prevented progress.

F100906-1 The Clerk to investigate the Scribe 2000 and Alpha Financial Director systems and report back to the F&GP Committee. Action to Clerk

12.1.3. Tendering Levels - The Council had obtained only two quotes for the fencing at the Allotments. Our Financial Regulations require three tenders for purchases exceeding £3,000. The auditor recommends setting the requirement for formal tendering to a much higher level and applying a requirement to obtain 3 written quotations for work below that level.

Resolved: To recommend to Full Council to raise the lower limit where the Tendering Process should be applied to contracts over £10,000. The Financial Regulations to be modified accordingly.

Resolved: To recommend that for orders for work, goods or services above £1,000 and below the Tendering limit, three written quotations should be obtained. The Financial Regulations to be modified accordingly.

12.1.4. Risk Assessment - The auditor identified that a full programme of Risk Assessment had not yet been completed. The criteria for undertaking Risk Assessment should be agreed at the next meeting of the Council, prior to them being undertaken. The Process should then be scheduled to take place annually.

F100906-2 The Clerk to circulate the current Risk Assessment Schedule for understanding by all members and the item to be discussed at the next PC meeting. Action to Clerk

12.1.5. Document Signing – All supporting documentation presented to any meeting to be signed by the chairman and included in the formal copy of the minutes.
Noted

12.1.6. Debt Recovery – The Council should itemise a debt recovery process in the Financial Regulations.

F100906-3 The Clerk to add a debt recovery process in the Financial Regulations and circulate for consideration. Action to Clerk

12.2. Bank Mandate

The new Bank Mandates to be signed by all members.

12.3. BT Payphones – Adoptabox

The Clerk had circulated a revised offer from BT for Alveston PC to purchase the telephone box opposite The Ship for £1 but that BT would either pay for or pay to have removed, the power supply to the box.

Although this would reduce the ongoing costs for maintaining the box, they would still be substantial and none of the members present could think of a use for the box.

Resolved: Following the revised offer, to recommend to Full Council to decline the offer from BT to adopt the telephone box opposite The Ship.

12.4. Donation – Royal British Legion

The Clerk had received a form from the new RBL organiser and was required order the wreath through that process.

Resolved: To purchase the Remembrance Wreath from the RBL with a donation of £75.00.

12.5. Cemetery Vandalism

The Clerk reported to the meeting that the Cemetery had been vandalised on the night of Saturday 4th Sept. A memorial had been pushed over, mementos destroyed and a fire set underneath the Lych Gate. The Clerk had reported the incident to the police, made good the damage and informed the Grantees of the memorial damage.

It was generally agreed to circulate the incident and seek support from the community to report any further potential incidents.

The meeting was closed at 9.30 pm.