

**Minutes of the meeting of the Finance & General Purposes Committee****Held on 1<sup>st</sup> Nov 2010 at 8.25 pm in the Bush Room**

**Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Brian Lee, Bernard Willcox, Alison Peters,  
Bob Phillips (Clerk),

**1. Apologies accepted for Absence**

Cllr Brian Davis (Holiday)

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

Cllr Brian Lee is a member of the Alveston Allotments Association Committee. (item 12)  
Cllr Brian Lee is a member of the Alveston Jubilee Hall Committee. (item 12).

**5. Minutes of meeting held on 6<sup>th</sup> Sept 2010 and Matters Arising**

**Resolved:** The Minutes of the meeting held on 6<sup>th</sup> Sept 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 (1/11/10)

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***

To be discussed under item 6. Action Closed

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

***Action to Clerk***

See item 6. Action Closed

5.2.4. ***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***

The Clerk reported that he had today received a trial copy of Scribe 2000 which he would test and consider. An on-line demonstration of RBS Software Alpha Financial Director had been arranged for Monday 8<sup>th</sup> Nov. It was anticipated that a recommendation would be made to the next F&GP Committee meeting.

5.2.5. ***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***

Ongoing (1/11/10)

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

Ongoing (1/11/10)

## 6. The John Dyer Award

6.1. Mrs Kathy Edmond, the chairman of The John Dyer Committee joined the F&GP committee for a review of the award selection process.

In opening the discussion, Kathy Edmond explained the current procedure for selecting a recipient of the John Dyer Award after first receiving nominations from a variety of sources throughout the Parish. In recent years some disquiet had been expressed about the process and that it may be time to review it and allow for a revision of the awards aims and objectives. Finding it difficult to define any specific problems, Kathy explained that during the selection process last year she had felt particularly pressurised and was very keen to ensure this was not repeated again.

In welcoming the opportunity to review the award, Cllr Terry Hunt suggested that whatever was determined should carry the weight of the full Parish Council and that the selection committee chairman, a Parish Council appointee, should never again feel isolated.

Number of Awards - In response to the suggestion that some had felt we may be making too many awards, it was agreed that there should be no limit to the number of recipients each year, equally if the committee felt it appropriate, the award should not necessarily be awarded.

Nominee qualifying time - There was some discussion about the detail of the award definition which the F&GP committee all agreed was not in the least ambiguous. It was agreed that the eligibility for the award, which refers to ".....merit and duration" does not define a "long" duration. Kathy Edmond felt that there had been a general perception amongst some members of the John Dyer Committee that unless a nominee had performed a valuable service for a considerable time they cannot be worthy. This has in the past, restricted the age profile of recipients. On occasions, it had been felt by some committee members that there had been younger nominees who were unsuccessful purely based on their comparatively short "qualifying length of exceptional service". If this view prevailed, it would eliminate all nominees excepting the "senior" members of the community and the F&GP committee felt that this would be a shame. It was agreed and should be emphasised that it is for the awards committee to decide a recipient but it was felt that a nominee should not be discounted just because the length of their dedicated service was for comparatively few years.

The committee agreed that a letter be sent to Kathy Edmond stating their view and encouraging the John Dyer committee to be as open as possible in their consideration and ensure all nominees are given equal opportunity regardless of their age.

In summarising the discussion, Cllr Terry Hunt wanted to assure Kathy Edmond that she had the total confidence of the Parish Council in her role as chairman of the Awards Committee and that she should share any future concerns with the Council. It was agreed that:

1. There is no limit on the number of annual recipients of the award.
2. The award need not necessarily be made if no nomination is felt worthy.

3. Provided the nominee has reached the minimum age of 25 years, there is no lower or upper age limit.
4. All nominees to be considered each year for three years.
5. The John Dyer Award Definition paper is a guide to the process and should not necessarily be used as a set of verbatim rules. However, any departure should be referred by the awards committee chairman to the Parish Council.

#### 6.2. John Dyer Award Honours Board

A temporary display of past recipients had been erected in the Jubilee Hall. Consideration was given to the type and cost of an honours board. Kathy Edmond said that a donation of £100 had been made toward the costs by Brian Gale. The Clerk said that he had made some preliminary enquiries with a couple of specialist companies and could follow this up with obtaining actual estimates.

***F101101-1 to obtain estimates for an "Honours Board" for past and future John Dyer Award recipients. Action to the Clerk***

- 6.3. Parish Council nomination to join John Dyer committee. (3 year term, approx two meetings per year.)

The Parish Council, as a parish organisation had been asked to nominate a person to sit on the John Dyer Awards committee for the next three years. No volunteer was forthcoming from those present, it was suggested that the full Council should be circulated.

## 7. Matters Arising from Committee reports

- 7.1. Planning Committee – none
- 7.2. Footpaths & Allotments Committee

In the absence of Cllr Brian Davis, the Clerk explained that the committee had recommended installing two notices, one at either end of the private access route to the Allotments. The landowner had expressed some concerns over the security of their land and that the general public had been using the path as a right of way. The notices to be charged as part of the allotment set-up costs. An estimate had been obtained from Signet Signs of £298.34 plus VAT.

**Resolved:** To purchase two signs as per estimate at a cost of £298.34 plus VAT from Signet Signs.

- 7.3. Playing Fields & Open Spaces Committee

Cllr Alison Peters gave a brief update of the meeting that had preceded this one.

## 8. Financial Reports

- 8.1. Budget Report & Interim Account

**Resolved:** The Budget Report and Interim Accounts for Sept & Oct 2010 were accepted.

- 8.2. Receipts & Payments

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

- 8.3. Bank Reconciliation

**Resolved:** The Bank Reconciliation statement for Sept & Oct 2010 was accepted and signed by the Chairman.

## 9. Financial Matters

- 9.1. Bank of Ireland - Proposed transfer of our banking to a new UK subsidiary. This proposal had been circulated to the committee and it was agreed that no action was necessary.

## 10. Authorisation of Payments & Income Received

### 10.1. Payments

The following payments were approved and authorised by Cllrs. Brian Lee and Terry Hunt.

Payee	Details	Chq. no	£
South Gloucestershire	Cemetery Rates (8 of 8) November	dd	57
ADD Plant	Removal of Artificial Wicket	1795	646.25
CRK Garden Manicures	Grounds maintenance	1796	895.16
	Total expenditure		1598.41

### 10.2. Income Received is listed below

Payee	Details	Chq. no	£
South Gloucestershire	Precept	dc	-23,673.00
Bank of Ireland	Interest to October 5th 2010	dc	-0.02
The Co-operative Bank	Interest to October 5th 2010	dc	-6.59
Thornbury Baptist FC	Additional pitch hire 2009/10	inc 1767	-48.00
Alveston CC	Field Hire 2010	inc 1768	-414.00
	Total income		-24,141.61

## 11. Policy Documents

None.

## 12. Grant Aid Applications 2010/2011

The committee considered the applications in the table overleaf and agreed the recommendations to give Grant Aid awards.

The budget allows for a total of all awards to be no more than £2,500. An award to the RBL of £75.00 has already been approved leaving £2,425 as the available fund.

After sending invitations to apply to all 17 organisations listed over, applications have been received as listed: (further details in the attached documents)

Organisation	Requested Amount	Recommended Grant
Royal British Legion	£75.00	£75.00
Alzheimer's Society (Bristol & S Glos Branch)	£200.00	£100.00
Children's Playlink Play Scheme for Disabled Children	£560.00	£100.00
Marlwood School	Prize	£55.00
South Glos Senior Citizens Forum	£100.00	0.00
Alveston Community Forum	£450.00	£450.00
Jubilee Hall Management Committee	£500.00	£500.00
Alveston Allotments Association	£500.00	£250.00
Alveston Youth Centre Management Committee	£550.00	£500.00
Helmet	£250.00	£250.00
Alveston Litter Busters	£51.21	£52.21
Elim Housing Ass. The Forecastle Hostel	No response	0.00
Four Towns & Vale Link Community Transport	No response	0.00
SARA	No response	0.00
SG Citizens Advice Bureau (Thornbury)	No response	0.00
St Helens Church of England School	No response	0.00
St Helens Pre-School	No response	0.00
Victim Support	No response	0.00
	£3,161.21	£2332.21

### 13. Correspondence

None

### 14. Any other business

None

The meeting was closed at 9.30 pm.