

**Minutes of the meeting of the Finance & General Purposes Committee****Held on 9<sup>th</sup> May 2011 at 8.30 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Bernard Willcox, Brian Lee, Alison Peters  
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 7<sup>th</sup> Mar 2011 and Matters Arising****Resolved:** The Minutes of the meeting held on 7<sup>th</sup> Mar 2011 were approved and signed by the Chairman.

## 5.1. Matters Arising

None

## 5.2. Outstanding Actions

5.2.1. ***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 (7/3/11)

Completed – Action closed.

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

Ongoing (7/3/11)

Completed – Action closed.

5.2.3. ***F110307-1 Parish Council members to be asked to “vote” via email on the F&GP committee recommendation to accept the tender for Grounds Maintenance Services from Contractor******Action to Clerk***

Completed – Action closed.

**6. Matters Arising from Committee reports**

6.1. Planning Committee – none

6.2. Footpaths &amp; Allotments Committee – none

6.3. Playing Fields &amp; Open Spaces Committee - none

## 7. Financial Reports

Due to the requirements of the Audit and a lack of experience of the new finance system, it had not been possible to produce the reports below

- 7.1. Budget Report dated 30/4/11
- 7.2. Receipts & Payments for April 2011
- 7.3. Bank Reconciliation for April 2011

The Chairman asked for confirmation from the Clerk that he would put every effort and prioritise the task to ensure that the financial accounts are brought up to date at the latest by the time of the next F&GP meeting on 6<sup>th</sup> June. The Clerk agreed to the request.

***F110509-1 That the financial accounts are brought up to date and operating entirely in the new finance system by 6<sup>th</sup> June 2011*** ***Action to Clerk***

## 8. Financial Matters

- 8.1. 2011 External Audit – Accounting Statement & Annual governance statement.

The 2010/11 Accounting and Governance Statement were discussed and it was agreed to recommend acceptance to the full Council.

**Resolved:** to recommend acceptance of the 2010/11 Accounting and Governance Statement to the full Council

Cllr Brian Lee questioned whether the Jubilee Hall and Youth Centre should be included in the Parish Council assets. The Council are the Custodial Trustees of both premises and as such he thought they should be included. The Clerk agreed that it was a point well worth investigating and agreed that he would work with Cllr Lee to determine the answer however it was agreed that it wasn't an urgent matter.

***F110509-2 The "ownership" of the Jubilee Hall and Youth Centre to be established.***  
***Action to Clerk & Cllr Brian Lee***

## 9. Authorisation of Payments & Income Received

- 9.1. Payments  
The following payments were approved and authorised by Cllrs. John Cutland and Terry Hunt.

| Payee                 | Details                    | Chq. no | £       |
|-----------------------|----------------------------|---------|---------|
| CRK Garden Manicures  | Grounds Maintenance        | 1877    | 978.00  |
| BWBSL                 | Water Rate – Jubilee Field | 1878    | 17.44   |
| Virgin Media Business | Business Broadband         | 1879    | 26.40   |
| CFS                   | Photocopy Services         | 1880    | 20.33   |
|                       | Total expenditure          |         | 1042.17 |

- 9.2. Income Received is listed below

| Payee             | Details                                      | Chq. no | £      |
|-------------------|--|---------|--------|
| Bank of Ireland   | Interest to Mar 7 <sup>th</sup> 2011         | dc      | -4.50  |
| Bank of Ireland   | Interest to Apr 6 <sup>th</sup> 2011         | dc      | -6.16  |
| Co-operative Bank | Untaxed Interest to Mar 4 <sup>th</sup> 2011 | dc      | -5.77  |
| Co-operative Bank | Untaxed Interest to Apr 5 <sup>th</sup> 2011 | dc      | -6.59  |
|                   | Total income                                 |         | -23.02 |

## 10. Policy Documents

### 10.1. Revised Finance Regulations. Draft 3

**Resolved:** The revised Finance Regulations Draft 3 was authorised.

### 10.2. Risk Assessment 2010/11

This document dated 3<sup>rd</sup> May 2011 was discussed and the following items identified as requiring further work.

Pg 6 & 7 – no Risk Probability was entered.

Document – guidelines and parameters that explain LMH Risk Impact and Risk Probability to be added.

It was generally agreed that the document, once amended would provide the Council with a robust mechanism for managing Risk and should be incorporated into the Parish Records and added to the annual diary.

***F110509-3 To amend the Risk Assessment 2010/11 document as agreed.***

***Action to Clerk***

## 11. Correspondence

### 11.1.

|           |   |                  |  |
|-----------|---|------------------|--|
| 24-Apr-11 | T | Mrs Kathy Edmond | Re. John Dyer Award. Suggestion from local resident that we should change the recipient criteria from individuals to individuals and groups. |
|-----------|---|------------------|--|

The suggestion had been made following the caller experiencing especially good support from the Luncheon Club organisers. Kathy Edmond had explained to the caller that his suggestion was a significant departure from the original aim which stated: *“The aim of the award is to provide a local and therefore easily accessible recognition of distinctive achievements of adult individuals who are resident in, or whose achievements are within the Parish of Alveston.....”*

It was generally agreed that any departure from the original aim of the award which had been a nationally sponsored initiative should not be carried out and that the award should remain true to its origins.

The Clerk to convey that message back to Kathy Edmond.

### 11.2.

|           |   |                  |  |
|-----------|---|------------------|--|
| 26-Apr-11 | E | Mrs Carol Morgan | Complaint about allotment plot holders obstructing Forty Acre Lane |
|-----------|---|------------------|--|

The Clerk explained that the email received from Mrs Morgan was the latest in a number of complaints from her since the allotment site had been originally proposed. The plot holders had been continually reminded of their duty to ensure they do not obstruct Forty Acre Lane or any of the resident's entrances. Recently, the AAA had been reminded of the problem and asked to forcefully remind their members of the problem. Mrs Morgan had been asked to provide licence numbers of any car obstructing the lane to the AAA secretary.

The Clerk had met with the Highways engineer from South Glos Council who had offered to discuss what actions could be taken with his department head. He had not yet responded.

It was agreed that the Parish Council should continue to encourage the allotment plot holders to park elsewhere but that we should ensure that South Glos Council take any action if there is any to be taken.

**12. Any other business**

## 12.1. Parish Council AGM

The agenda and format of the AGM was agreed.

## 12.2. Parish Council presence at the Community Show

It had been suggested that the Parish Council could operate a stand at the Community Show, perhaps combined with the Community Forum.

It was agreed that a sub-committee should explore the suggestion and report back. Cllr Alison Peters volunteered to lead the sub-committee.

***F110509-4 To form a sub-committee to explore the opportunity to have a Parish Council presence at the Community Show. Action to Alison Peters***

## 12.3. Clerk's Hours of work

Following discussion with the Chair & vice-Chair of the Parish Council it was suggested that more information was required before the matter of increasing the Clerk's hours could be discussed. It was agreed that the Clerk should produce an example of a few weeks work with tasks and time recorded.

***F110509-4 To produce a "time sheet" of two weeks work. Action to Clerk***

The meeting was closed at 9.15pm.