

Minutes of the meeting of the Finance & General Purposes Committee

Held on 6th Aug 2012 at 7.30 pm in the Bush Room

Present: - Cllrs. Terry Hunt (TH) (Chairman), John Cutland (JC), Hannah Richmond (HR), Bernard Willcox (BW), Phil Squires (PS) also Cllr Mike Webb (MW) Bob Phillips (Clerk),

1. Apologies accepted for Absence

Brian Lee (BL)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 11th June 2012 and Matters Arising

Resolved: The Minutes of the meetings held on 11th June 2012 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. ***F120514-1 to create a budget report showing “fixed” or pre-determined costs to clearly identify remaining budget available for other items.*** ***Action to Clerk***
Report presented at this meeting. Action Closed

5.2.2. ***F120611-1 for the PF&OS committee to consider charging a “per season” fee for football pitch hire.*** ***Action to Clerk***
Action transferred to PF&OS Committee. Action Closed

5.2.3. ***F120611-2 to examine all policy documents and create a Review calendar with the Standing Orders to head the list. All members to be asked if they had up to date copies of all documents and given new copies where applicable.*** ***Action to Clerk***
See item 10. Action Closed

5.2.4. ***F120611-3 to urgently contact St Helen’s School and confirm the visit date and attendees.*** ***Action to Clerk***
Visit made 6th July. Action Closed

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments Committee - none

Allotments Access track – HR reported that that the access track to the allotments was very difficult to walk and near impossible to use when transporting crops or tools. Whilst it is accepted that we have had exceptionally wet weather, it would appear that since the water pipe installation, the ground had not recovered. It was pointed out that providing good access to the allotments is a

Council responsibility and with the additional unresolved issue that the alternative public footpath was very difficult to use, it was felt that we should take some action to resolve the problem. The AAA had already had to cancel an "open day" and we were in danger of some of the less able plot holders deciding it was too difficult to get to the site and not continue with the plot.

TH commented that he would be opposed to any further expenditure on the allotments at this stage.

Whilst we should endeavour to seek a resolution to the problem without expenditure, the Council has responsibilities which we will need to take. It was proposed that, in the first instance to discuss the problem with members of the AAA and the landowner.

F120806-1 to discuss with members of the AAA and the landowner the problems of accessing the allotment site. Action to be reported to the FP&A Committee. Action to Clerk

F120806-2 to discuss with the landowners and SG PROW Footpaths Officer the poor condition of footpath OAN25 from Forty Acre Lane. Action to Clerk

6.3. Playing Fields & Open Spaces Committee - none

7. Financial Reports

All reports are filed separately and not included in meeting notes.

7.1. 2012/13 – Qtr.1 Budget Review

The Clerk presented the review and identified that after all committed expenditure had been deducted, there was just over £9,000 available across all committee budgets for the remainder of the year. Several items of additional expenditure had already been identified; a safety survey of all trees and the costs of relief contractor to cover sick absence of the Council's playing fields inspector/cleaner were two specific items mentioned. No account had been taken of income other than the precept so there was a possibility of an additional £2k+ also being available.

TH commented that tis report was a good indicator of how careful each committee should now be with expenditure and he felt it was most important that every item of expenditure should be challenged. The Qtr. 2 report and other considerations will be useful tools for determining next year's budget.

Resolved: The financial reports as presented were accepted as accurate.

8. Financial Matters

None.

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised on September 6th by Cllrs Phil Squires & John Cutland

Details	Chq. no	£
Litter Bin Emptying	2110	40.92
Grounds Maintenance	2111	1010.90
Photocopy Services	2112	26.80
Install Litter Bins at Cross Hands	2113	306.35
Room Hire	2114	62.12
Staples – Stationery	2115	72.73
Total expenditure		1519.82

9.2. Recent Receipts available at meeting

Details	Lgmt. no	£
Interment Plot 16	Inc 2119	78.00
Memorial Plot 16	Inc 2120	72.00
Total income		150.00

10. Policy Documents

The following table identifies the current policy documents and the proposed review dates.

Document	Document Version	Authorised Date	Review date	Note
Standing Orders	Issue 1	18/5/2009	May 2012	
Model Code of Conduct	Issue 4	16/7/2012	July 2013	
Financial regulations	Draft 3	9/5/11	May 2014	To be brought to issue status in Aug 2012
Parish Publication Scheme	issue 1	10/5/10	May 2013	
Committee Terms of Reference	Issue 1	10/5/10	May 2013	
Grant Aid Policy	Issue 1	16/8/10	Aug 2013	
Code of Practice for Handling Complaints	Under Construction			
Parish Council Administration	Under Construction			

11. Correspondence

None

12. Any other business

12.1. Register of Interests

The meeting was reminded of the recently circulated papers requiring each member to complete a new "Register of members Pecuniary Interests" following the changed Code of Conduct.

12.2. John Dyer Award

The Clerk reported that he had received an offer from Mike Josey to take on the vacant chairman role. He had a meeting planned with him and would report back. The meeting unanimously supported the appointment.

BW offered to meet with Mike to share his experience of the JDA committee work.

12.3. Part night Lighting

The committee were generally in favour of proceeding with this project but felt the opportunity should be given to the whole Council to give opinion and consideration. The Clerk was asked to attempt to glean further information about other parishes that had completed the project especially the costs saved.

12.4. Grant Aid Donation to RBL

Grant Aid donation for Remembrance Wreath (2011 - £75)

Resolved: to award a £75.00 donation to the Royal British Legion

12.5. ALCA Training

ALCA asked to quote for "in-house" training for "Being a Good Councillor."

Date and Time	Session	Location	Audience	Cost
2012				
Tues Sept 4 Refreshments 7 p.m. Start 7.30 – 9.00	Localism Part I Code of Conduct, Declarations of Interest and Dispensation	Holiday Inn Filton	Clerks Councillors	ALCA Members £30.00 Non ALCA Members £60.00
Sat Sept 8 10.00 – 4.00 Lunch Provided	Being A Good Councillor	Westerleigh Village Hall	New and Existing Councillors wishing to update their skills	ALCA Members- £75.00 Non ALCA Members £150.00
Thurs Sep 20 Refreshments 7 p.m. Start 7.30 – 9.00	Localism Part II General Power of Competence, Community Rights (to Challenge, Bid and Build) and Neighbourhood Planning	Holiday Inn Filton	Clerks Councillors	ALCA Members £30.00 Non ALCA Members £60.00
Wed Oct 3 Refreshments 7 p.m. Start 7.30 – 9.00	Financing Your Parish Council Participatory Budgeting	Venue to be arranged in the B&NES Area	Clerks Councillors	ALCA Members £30.00 Non ALCA Members £60.00
Mon Nov 19 Refreshments 6.30 pm Start 7.00 – 9.15	Chairing Skills	Venue to be confirmed at Poole Court Yate	Newly appointed Chairs of the Parish Council and/or Parish Council Committees	ALCA Members £30.00 Non ALCA Members £60.00

F120806-3 to book two places on the Sept 4th session "Localism Part 1." Action to Clerk

12.6. RBS Alpha Training

The Clerk reported on the available training on offer from RBS. It was highlighted that only the Clerk had ever received any training. It was agreed that further training would not be undertaken at this time.

12.7. Lease for YC Car Park

The YC car Park was leased by the Council from the Jubilee Hall Charity in 1991 for 22 years and expires on 4-Oct-2013. The Council can apply for further 22 years after 4/10/12 and before 4/3/12. TH asked if the background to this lease could be established.

As far as can be ascertained, the lease was arranged to ensure the maintenance of the car park and the JH garden was undertaken by the Council and funded by the whole community rather than just the Jubilee Hall users.

Some members felt that this is a subject that demands more thought and further information should be gathered. The views of the current JHMC should also be sought.

TH requested to see a copy of the lease.

F120806-4 to seek an informal view of the process and cost for a possible extension of the Youth Centre car park lease. Action to Clerk

12.8. Insurance cover for sick absence.

The Clerk was asked to check whether the Council had insurance cover for employee absence.

F120806-5 to check for insurance cover for employee sick absence. Action to Clerk

The meeting was closed at 7.55pm.

**The next meeting of the Finance and General Purposes Committee is on
Monday 1st Oct at 7.30pm.**