

Minutes of the meeting of the Finance & General Purposes Committee

Held on 5th Nov 2012 at 7.30 pm in the Bush Room

Present: - Cllrs. John Cutland (JC) (Chairman), Hannah Richmond (HR), Bernard Willcox (BW), Phil Squires (PS), Brian Lee (BL)
Bob Phillips (Clerk),

1. Apologies accepted for Absence

Cllr Terry Hunt (TH)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 1st Oct 2012 and Matters Arising

Resolved: The Minutes of the meetings held on 1st Oct 2012 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. ***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***

Ongoing (5/11/12)

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments Committee

6.2.1. HR reported that the autumn allotment inspection was imminent.

6.2.2. Allotment access track repairs

The Clerk reported that he had investigated a number of options and with advice from a number of specialists had obtained a cost for three of those options.

Option 1 – to scrape a 1m wide x 150mm deep path for 80 m, insert 6 x cross drains, lay and roll type 1 scalplings. – total cost £3,000.

Option 2 – lay 1m x 80m expanded geogrid on flattened surface and cover with a layer of bark – total cost £1,700

Option 3 – to level the path as required, insert 6 x cross drains, lay plastic geogrid, spread gravel as required. – purchase materials ourselves (VAT advantage) and use local labour estimated total cost of £1,400

Option 1 is not thought viable as it would bring heavy machinery onto the path causing further damage.

There are several different options for the type of geogrid available and the Clerk recommended that a sample is purchased and a small trial undertaken to assess the most viable option. This was agreed.

Resolved: to undertake a trial repair to the allotment track. And report back to Footpaths & Allotments Committee

6.3. Playing Fields & Open Spaces Committee - none

7. Financial Reports

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

1.1. Qtr 2 Budget Review

See separate papers. Budget Review & Summary Receipts & Payments

Current Financial Status

Using the September 2012 Reports the overall financial position of the Council can be defined as:

Current Year Fund	-1,372.89
General Reserves	<u>10,470.09</u>
<i>Surplus for Year to date</i>	9,097.20
Committed expenditure (as estimated 30/9/12)	<u>--22,790.00</u>
	--13,692.80
2 nd Precept payment (due 28/9/12)	<u>23,673.00</u>
Estimated end of year surplus.	9,980.20

Nb. This is a very rough calculation as it takes no account of future income or expenditure not included in the committed expenditure.

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

8. Financial Matters

1.2. 2012/13 Grant Aid

Resolved: The committee recommends that the Parish Council makes the following Grant Aid awards for year ending 31-March-2013

Jubilee Hall Committee - £250
 Helmet - £250
 Youth Centre - £250
 Citizen's Advice Bureau - £50
 Marlwood School - £50
 4Towns & Vale Link Community Transport - £50

Royal British Legion - £75 (previously approved)

1.3. 2012 Risk assessment

A preliminary review by the Clerk had been distributed to committee in October.

Review comments received from BL –

- For consistency, I would have thought the risk probabilities should be the same for items 2 & 3 – especially since comprehensive measures are in place for soft copy. Suggest make risk probabilities for each 'Low'.
- Risk probabilities are missing for items 25 to 30, suggest these are entered as 'Low'

Review Comments received from JC –

- Employees - Loss of Key Personnel Plan

Resolved: To make the following changes to the 2012 Risk Assessment Review.

- Insert Risk Probability L to item 3. Council Records
- Insert Risk probability L to items 25 – 30
- Modify Management of Risk text of item 18 Grants-receivable.
- Remove the word “three” from text of item 37.

Item 8 Employees – Loss of Key Personnel plan.

Following a short briefing about the key functions of the Clerk, Playground Inspector and Cemetery Caretaker, it was agreed that a more detailed plan should be constructed although it was accepted that there would be tasks not easily allocated to others.

F121105-1 to construct a detailed plan for the loss of personnel to perform key tasks.

Action to Clerk

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised by Cllrs Brian Lee and Hannah Richmond

Details	Chq. no	£
Water Rates – Jubilee Playing Fields	2155	18.91
Legal Charges – Deed of Variation	2156	600.00
CartridgeSave – inkjet cartridges	2157	77.94
Photocopy Services	2158	17.53
Dog Bin Empty we 5/8 – 4/11/12	2159	143.14
Grounds Maintenance	2160	1010.90
Relief Playground Insp/Clean	2161	161.34
Total expenditure		2029.76

9.2. Recent Receipts available at meeting

None

10. Policy Documents

None

11. Correspondence

None

12. Any other business

12.1. ALCA/NALC estimated subscriptions 2013/2014.

Based on the size of the electorate in 2012, the following is the estimate for the 2013/14 ALCA/NALC subscription.

ALCA	£339.00
NALC	<u>£138.05</u>
	£477.05

Previous combined subs: 2007/8 - £653.95; 2008/9 - £661.22; 2009/10 - £678.25;
2010/11 - £557.63; 2011/12 - £584.00; 2012/13 - £606.21

Resolved: The Council would renew its membership of ALCA and NALC for year 2013/14

12.2. Meetings Calendar

Resolved: The 2013 meetings calendar was agreed.

The meeting was closed at 8.17pm.

**The next meeting of the Finance and General Purposes Committee is on
Monday 3rd Dec at 7.30pm.**