

## Minutes of the meeting of the Finance & General Purposes Committee

Held on 5<sup>th</sup> August 2013 at 7.30 pm in the Bush Room

**Present:** - Cllrs. Terry Hunt (TH) (Chairman), John Cutland (JC), Phil Squires (PS), Brian Lee (BL), Ann Wilkins (AW), Steve Blick (SB).

Graham Smith (Clerk)

### 1. Apologies accepted for Absence

Alison Peters, Marcus Fry

### 2. Evacuation Procedure

Evacuation procedures were noted.

### 3. Public Participation

None

### 4. Declaration of Interests

None

### 5. Minutes of meeting held on 1<sup>st</sup> July 2013 and Matters Arising

**Resolved:** The Minutes of the meetings held on 1<sup>st</sup> July 2013 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions from previous meeting

5.2.1. Ongoing actions were noted from action list.

5.2.2. F130701-4 – The detail required by councilors of the “Finance Report” figures from the RBS system was discussed as was the extent of the committed expenditure figures. Due to time pressure JC requested that discussions relating to the reporting of committed expenditure be discussed at a different time.

**13.022 Resolved** – All F & GP committee members should continue to receive their Finance Reports in full detail as generated by the RBS accounting software system.

5.2.3. F130701-6 - GS confirmed that letters relating to homeowners access to Parish land had been distributed and that some acknowledgments had been returned.

5.2.4. Committee Cycles 2014 were discussed and approved at the Parish Council meeting (15th July).

### 6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments – none

6.3. Playing Fields & Open Spaces Committee –

6.3.1 – F130805 – Approval for purchase of 2 \* signs for zip wire @ £80 + VAT

**13.021 Resolved** – Purchase of 1 \* sign.

6.3.2 – Alveston Parade – Concern raised from a member of the public relating to the paving slabs being potential trip hazards.

*F130805-1 – Forward a strongly worded letter to Wayne Reece (Alveston Parade Committee) emphasising the Parish Councils concerns over the standard of paving at the Parade and their Public Safety obligations*  
*Action to Clerk*

## 7. Financial Reports

### 7.1. Financial reports for June 2013

The financial position at the end of July 2013 was discussed and no concerns were raised.

## 8. Financial Matters

### 8.1. None

## 9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

### 9.1. Payments authorised by Cllrs Brian Lee and Steve Blick on 5<sup>th</sup> August 2013

Details	Chq. no	£
Work to Cemetery Lytch Gate	2299	25.96
Alpha Training - Clerk	2300	96.00
Expenditure – Mileage to Swindon For Alpha Training 85.4 @ 60.1p	2301	51.33
Grounds Maintenance	2302	1038.20
Photocopies	2303	8.99
Total Payments		£1220.48

### 9.2. Recent Receipts

Details	Chq. no	£
Bank of Ireland - Gross Interest	N/A	2.51
Allotment Plot 1	Inc 2242	26.25
Allotment Plot 20	Inc 2243	26.25
Total Receipts		£55.01

## 10. Policy Documents

F130701-5 - Documents that form the Policy Set for the Council and the schedule for review has been placed on the action list for a target completion date by Sept 31<sup>st</sup>.

## 11. Correspondence

### 11.1 SG Over fifties forum – Request for funding.

This will be raised and discussed under “Grants Procedure” at the November F & GP meeting.

### 11.2 George Jackson – Royal British Legion Poppy appeal.

**13.022 Resolved** – Proposed (JC), Seconded (AW), that the council make a donation of £75 as previous year.

**12. Any other business**

*F130805-2 Jubilee Hall – To gather all required information for distribution in order to vote on the issues concerned as soon as practically possible.*

*Action to Clerk, (TH), (BL)*

*F130805-3 Quorum – Confirmation of the Alveston Parish Council Quorum required.*

Meeting Closed – 19.50

**The next meeting of the Finance and General Purposes Committee is on  
Monday 7<sup>th</sup> October at 7.30pm.**