

Minutes of the meeting of the Finance & General Purposes Committee

Held on 6th October 2014 at 7.30 pm in the Bush Room

Present: - Cllrs. Terry Hunt (TH) (Chair), Alison Peters (AP), James Sumner (JS), Marcus Fry (MF), Steve Blick (SB)
Graham Smith (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 1st September 2014 and Matters Arising

5.1. Approval of The Minutes of the meeting held on 1st September 2014

14.058 Resolved: The Minutes of the meetings held on 1st September 2014 were approved and signed by the Chairman

5.2. Matters Arising

(Clerk) informed council members that the instruction to progress the registration of the Recreation Ground with the land registry had been made to Crossman's Solicitors and an agreement had been forwarded to (clerk) for signature. (Clerk) had requested clarification of one point of the agreement and that this would be signed as soon as received.

5.3. Outstanding Actions - None

6. Matters Arising from Committee Reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments – (MF) presented to the committee the completed Alveston, Rudgeway & Earthcott Walking Calendar. Three hundred had been printed and were to be distributed throughout the community groups who supported the calendar for resale in order for the community groups to raise funds. A number of calendars were to be given to volunteers who assisted in the production of the calendar (footpath wardens, photographers & commercial sponsors). (SB) requested that an audit trail be maintained.

F141006-1: Complete a financial spreadsheet for transactions relating to the Alveston Walking Calendar

Action to Clerk

6.3. Playing Fields & Open Spaces Committee – (JS) requested an update relating to finance available from Merlin Housing via South Gloucestershire Council relating to new play equipment for the Cross Hands Play area. (Clerk) read to the committee a reply from Maggie Tyrell for a request for the release of funding made by (Clerk). This indicated that the amount available would be confirmed at a later date and made clear that the request for funding conformed to the criteria.

(JS) requested confirmation from (Clerk) that the invoice to Alveston Cricket Club had been paid, which (Clerk) confirmed that it had.

7. Financial Reports

7.1 Finance Report for September 2014

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

14059 Resolved: The financial reports as presented were accepted as accurate.

8. Financial Matters

8.1. 2015 / 2016 Charges

(AP) proposed that the Parish Council charges for Field Hire, Cemetery and Allotments all be increased by 3% across the board. (TH) seconded and Cllrs agreed unanimously.

14060 Resolved: The Finance and General Purposes Committee recommend that all charges for 2015/16 increase by 3%

8.2. Play equipment annual H&S inspection – (Clerk) presented to the committee a quotation from GB Sport & Leisure for £130. (AP) proposed (JS) seconded and Cllrs agreed unanimously.

14061 Resolved: The Finance and General Purposes Committee recommend that GB Sport & Leisure be instructed to action the request for the Parish Annual H&S inspection of Park & Play equipment at a cost of £130.00.

8.3. Estimated Parish Council Election Costs – May 2015 - (Clerk) presented to the committee a letter which had been received from South Gloucestershire Council which gives an estimate for the cost of the Parish Council election May 2015 for information to be included in the financial forecast / budget for 2015/16.

9. Authorisation of Payments

9.1. Payments made 6th October 2014 - Payments signed by Cllrs Alison Peters & James Sumner

Details	Ref.	£
OS Publishing Licence – Calendar	2469	57.00
Pothole Repair	2470	20.00
Clerk Expenses (Various)	2471	60.87
Annual Parish Insurance	2472	2676.48
National Conference – Day Delegate	2473	82.80
Meeting Room Hire	2474	32.56
Empty 3 * Bins – Aug/Sep	2475	66.10
Grounds Maintenance Contract - Sep	2476	1176.20
Stress Free Print Invoice (Calendar)	2477	677.66
Total Payments		£4,849.67

9.2. Recent receipts

Details	Ref.	£
Gross Interest	T/Fer	2.77
Square/Pitch Hire 2014 Season	Inc2420	525.00
Walking Calendar Sponsorship	Inc2421	50.00
Total Receipts		£577.77

10. Correspondence

None

11. Any other business

(TH) asked if applications had been received for Grant Aid. (Clerk) informed the committee that he had placed application details and timetable on the website and had written individually to all organisations that had applied previously. Grant Aid applications will be discussed at the next F&GP committee meeting and to date three formal applications had been received.

(TH) requested that (Clerk) produce a first draft budget for 2015/16 and recommended to the committee that this budget adopt a blanket increase of 2.5% on operating cost. The committee approved this as a basis for analysis.

F141006-2: Prepare a 2015/16 budget forecast to show a 2.5% increase in operating cost.

Action to Clerk

Meeting Closed – 20.40

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