
Minutes of the meeting of the Finance & General Purposes Committee**Held on 3rd Oct 2016 at 7.30 pm in the Bush Room****Present:** - James Sumner (JS) (Chair), Alison Peters (AP), Ann Curtis (AC), Marcus Fry (MF), Mike Webb (MW).

Graham Smith (Clerk)

1. Apologies accepted for Absence

Steve Blick (SB)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meeting held on 5th Sep 2016 and Matters Arising5.1. Approval of the minutes of the meeting held on 5th Sep 2016**16.046 Resolved:** The minutes of the meetings held on 5th Sep 2016 were approved and signed by the Chairman

5.2. Matters Arising – (MF) raised concerns relating to resolution 16.043 and requested clarity. (JS) confirmed that the Council had approved to use the services of SGC as contractor for the complete process subject to approval of cost from the F & GP committee and confirmation that due process has been correctly adhered to. (Clerk) confirmed that the installation process was complex and involved many parties from utility searches to traffic / highway management and considering that SGC had experience in such projects, the land belonged to SGC and that (through the process of the Green Space Development Committee) that no other organisation was suitable for quoting for the complete contract it was agreed that the process to obtain three quotations was not practical.

The committee agreed that (as per resolution 16.043) that if the Council were within the scope of the code of conduct as described in the Parish Council Financial Regulations that due process was being followed correctly.

(AP) raised the question whether (as the boulders were being placed upon South Gloucestershire Council (SGC) property) that SGC had the legal right to move the boulders and to charge Alveston Parish Council for doing so. (AP) proposed a further meeting of the Green Space Development Committee to discuss any further queries and to invite Mark King to the meeting to clarify issues prior to the instruction being placed with SGC.

F161003-01: Set up meeting with Mark King (SGC) and to request that a formal quote and Job Specification is received in advance of meeting.**Action to (Clerk)**

5.3. Outstanding Actions – None

6. Matters Arising from Committee Reports

6.1. Planning Committee – None

6.2. Footpaths & Allotments Committee – None

6.3. Playing Fields & Open Spaces Committee – None

7. Financial Reports

7.1. Finance Report August & September 2016

(JS) informed Cllrs that he had reviewed the financial reports and confirmed that all appeared in order.

16.047 Resolved: The financial reports for August / September as presented were accepted as accurate.

8. Financial Matters

8.1. 2017 / 18 Budget Guidelines

(Clerk) requested that Cllrs consider the precept arrangement for 2017/18 in order to give (Clerk) the required guidelines for the preparation of budgets. Cllrs agreed that (Clerk) should prepare budgets reflecting a 0% increase in precept.

8.2. Play Equipment H&S inspection

(Clerk) presented to Cllrs a quotation from GB Sport & Leisure of £225 for the 2016 annual H&S inspection of play equipment and requested that this be approved for the inspection to be conducted in the autumn.(AP) approved and proposed the request (JS) seconded and all Cllrs agreed.

16.048 Resolved: The finance committee approve expenditure as presented for the 2016 H&S inspection of play equipment.

8.3. Clerk Salary

(Clerk) informed Cllrs that a NALC / SLCC recommendation for Clerks salary review had taken place on April 1st and had not been implemented on that date. It was also noted that a Clerk salary review (NALC / SLCC pay scale) had not occurs since the Clerks appointment and in view of three years' service / networking and experience gained it was felt that a review of (Clerk) salary as per the NALC point scale should occur. Clerk was asked to leave the room while the matter was discussed.

Cllrs agreed that Clerk pay scale should increase by two points as from Oct 2016 and that the standard annual increase in (Clerk) pay be backdated to April 2016.

9. Authorisation of Payments

9.1. Payments authorisation by Cllrs Anne Curtis & Alison Peters

Details	Chq. no	£
Grounds Maintenance Contract - Sep	2730	1212.20
Litter Bin Empty – Aug / Sept	2731	66.10
Localism	2732	1297.59
Parish Council Insurance 2016/17	2733	1966.25
External Audit	2734	360.00
Total Payments		£4902.14

9.2. Recent Receipts

Details	Ref.	£
Precept - (30 th Sept)	T/Fer	26,629.50
(LCTR) Support Grant - (30 th Sept)	T/Fer	564.00
Total Receipts		£27,193.50

10. Correspondence

(Clerk) presented to Cllrs an invitation to a presentation hosted by "Sustainable Thornbury" focussing on local energy generation.

11. Website / Helmet

(AP) requested that a notice be placed onto the website / Helmet relating to GP surgeries running minor injuries clinics during surgery hours.

12. Any other business

(Clerk) raised an issue with regard to a resident cutting down the hedge which borders the Jubilee Field and residential housing. The hedge belonged to the Parish Council and no permission was sought prior to the cutting. The hedge is an important boundary hedge and (AP) raised concerns relating to other residents following suit and requested that urgent action be taken. Cllrs agreed that a letter should be sent to the resident requesting re-instatement by Spring and a further letter to residents (who's property is adjacent to the Jubilee Field) reminding that the hedge is Parish Council property and likewise open access to the Jubilee Field should be sealed.

F161003-02: Write a letter to resident requesting re-instatement of boarder hedge by Spring and a further letter to residents (who's property is adjacent to the Jubilee Field) reminding that the hedge is Parish Council property and likewise open access to the Jubilee Field should be sealed.

Action to (Clerk)

Meeting Closed 20.40PM

**The next meeting of the Finance and General Purposes Committee is on Monday
7th November at 7.30pm.**