# Radcliffe-on-Trent Parish Council
## Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on Monday 09 June 2014 at 7pm

Cllrs. Gordon Moore (Chairman)

Mrs Mel McKechnie (Vice Chairman)
Rod Brears
Mrs Janet Maughan (A)
Mrs Jean Smith (A)
James Spencer (A)
Bill Sylvester
Dominic Tompkin (A)
David Smith (A)
Mrs Penny Astill
Graham Leigh-Browne (A)
Jim McKechnie
Peter Robinson
Mrs Josephine Spencer
Mrs Pam Thompson
John Thorn
Ex Officio: Cllrs. Georgia Moore (A) and Roger Upton

**Also Present:** Jacki Grice (Parish Clerk) and four residents.

1. **Apologies:** Cllrs Dominic Tompkin, Graham Leigh-Browne, David Smith, James Spencer, Janet Maughan, Jean Smith and Georgia Moore – All Approved.

**Declarations of Interest**

2. Cllr Bill Sylvester – Agenda Item 10a) as U3A Treasurer, Cllr Sylvester did not vote when the item was considered.

3. Cllr Jo Spencer – Agenda Item 16) Wharf Lane Pavilion Plumbing Upgrade, Cllr Spencer did not vote when the item was considered.

4. **Minutes of the Meeting held on Monday 07 April 2014.** It was **RESOLVED**: "That the minutes are approved and signed by the Chairman."

**Chairman's Announcements**

5. Members were updated on a recent staffing matter. The Clerk would progress.

**Clerk's Reports on Matters and Actions Arising from Previous Minutes**

6. **M.5 Grange Hall**
The post and chain is now in situ to stop vehicles accessing the kitchen door area.

**M .8 Pear Technology**

7. The third draft of the mapped cemetery has just been received and will be reviewed for any further corrections before adopting for use.

**M. 11 Website**

8. The new Grange Hall website is now live.

**Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes**

9. Standing Orders were suspended at 7.09pm

*A brief summary of the U3A organised Radcliffe Remembers Exhibition in August was provided.*

10. Standing Orders resumed at 7.10pm

11. **Income/Expenditure Figures and Cheques for March 2014** were discussed and it was **RESOLVED: "**that they be accepted and approved by the committee." The Clerk would investigate the mower servicing invoice.

**12.** **Income/Expenditure Figures and Cheques for April 2014** were discussed and it was **RESOLVED**: "that they be accepted and approved by the committee."

**13.** **Annual Return Year End 31 March 2014 – To Approve Sections 1 & 2**
The Accounting Statements and Annual Governance Statements for 2013-2014 were considered. It was:
**Resolved:** "To make a recommendation to Full Council to approve and sign."

**Grant Applications**

**14.** **U3A Radcliffe Remembers WW1 Exhibition.** It was:
**Resolved:** "To award a grant of £500."

**15.** **Radcliffe Speedwatch**. It was:
**Resolved:** "To award a grant of £150 for equipment servicing."

**16.** **Radcliffe Carnival.** It was:
**Resolved:** "To award a grant of £100 towards equipment."
The Clerk would remind the group of the current level of support that the Parish Council gives to the Carnival and would suggest that an appropriate level of funds raised are held back for running costs for the next year.

**17.** **Radcliffe Neighbourhood Watch.** It was:
**Resolved:** "To award a grant of £100 for running costs."

**18.** **1st Radcliffe on Trent Scouts Group. It was:**
**Resolved: "**Not to award a grant, as members did not feel that the request met the criteria of Councils Statutory Powers to make a financial contribution in this instance."

**19.** **Friends of Newark and Sherwood Museum Service.** It was
**Resolved:** "To award a grant of £55 for room hire to enable participants of the Newark to Radcliffe Great March to enjoy refreshments."

**Defibrillator Update**

**20.** The new Defibrillator has been installed on the outside of Grange Hall and is in full working order. Training is being arranged for a date in August. An additional £100 has been contributed by members of Radventures. Cllr Jo Spencer pledged a further £50 from Radpanto and Cllr Thompson would raise the matter again with the Drama Group. To date £1,300 has been contributed by village groups. The balance of £1,000 would now be funded by miscellaneous contingency funds within the budget. Signposting posters would be displayed in appropriate places.

**Cutler Albums Update**

**21.** The Nottinghamshire County Archives have returned the Cutler Albums to the library and have now advised that they are not in a position to offer a quality digitising service. The matter would be considered again later in the year.

**22.** Cllr Penny Astill left the meeting at 7.50pm

**Community Assets Register Update**

**23.** Rushcliffe Borough Council has confirmed that Walkers Yard and the Health Centre Car Parks have been approved as Assets of Community Value and are now registered. Unfortunately the Royal Oak and Black Lion Car Parks do not meet the criteria.

**Report from the Audit Working Group**
**Minutes of Meeting**

**24.** It was **Resolved:** "To approve the minutes of the meeting held on 24 April 2014"

**Inventory and Management Schedule Policy**

**25.** It was **Resolved:** "To approve the recommended policy on record keeping for inventory/asset and building management."

**Risk Assessments**

**26.** Members considered risk assessments for the following areas- Operational, Reputational and Legal. It was: **Resolved**: "To approve and adopt the documents."

**Policy to Approve and Adopt**

**Health and Safety**

**27.** It was **Resolved:** "To approve and adopt the Health and Safety Policy version 1".

**Child Protection and Vulnerable Adults**

**28.** It was **Resolved:** "To approve and adopt the Policies."
Cllr Thorn would check if any other legislation needs to be referred to also.

**Model Publication Scheme**

**29.** It was **Resolved:** "To approve and adopt the model publication scheme on Freedom of Information for publishing on the website."

**Policy to Consider**

**30.** The PR Working Group would consider further and recommend a policy to adopt when dealing with the press. In the interim, all matters would be referred to the Clerk to contact an appropriate Council elected member.

**Wharf Lane Pavilion**

**31.** Members considered a recommendation from the Amenities Committee to make a financial contribution to the plumbing upgrade works required at the Pavilion due to the terms of the lease agreement. The approved contract is £9,550 and some of the work can be carried out by members of Radcliffe Olympic. It was: **Resolved** "To approve a financial contribution of £4,500 funded via contingency reserves." Cllr Upton would oversee the works on behalf of the Council.

**Reports from Outside Organisations**

**32.** The Contractor for the South Nottinghamshire Academy new build has now been appointed. It is understood that the build timeframe has been changed to start later and finish earlier.

**Correspondence**

**33.** Post Office Ltd have advised that the Radcliffe branch will be undergoing modernisation and will be closed from 17th June – until 1pm on 1st July. The Clerk will put details on the website.

**Date of Next Meeting**

**34.** **28 July 2014**

There being no further business the meeting closed at 8.24pm

Signed: Chairman …… Date ……