

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 15 June 2015 at 7pm

Cllr Josephine Spencer (Chairman)

Bill Banner (Vice Chairman)

Rod Brears

Joe Bailey

Martin Culshaw

Pam Thompson (A)

Alice Tomlinson (A)

Keith Agar

Graham Leigh-Browne

Sue Clegg

Graham Budworth (A)

John Thorn (A)

David Astill

Ex Officio: Cllrs. Georgia Moore and David Barton (A)

Also Present: Jacki Grice (Parish Clerk), Sally Horn (Accounts Clerk) three residents and Oliver Bere and Alison Curtis (Trent District Vale First Responders)

Openness and Transparency

1. The Chairman read out the following statement:
 'The Parish Council encourages parishioners to attend meetings and has an open, accountable and transparent policy, as a matter of courtesy and in the interests of openness and transparency to Council members and the public attending, the Parish Council ask that any person wishing to record the meetings proceedings informs the Clerk/Chairman at the start of the meeting'. The Chairman also requested that any recording equipment is on view so that everyone in the room is aware. (Two residents confirmed that they were recording).

2. **Apologies** Cllrs David Barton, Graham Budworth, John Thorn, Pam Thompson and Alice Tomlinson (Approved).

Declarations of Interest

3. Cllr Spencer, ROTSA Committee member.

4. **Minutes of the Meeting held on Monday 23 March 2015** It was **RESOLVED:** "That the minutes are approved and signed by the Chairman."

Chairman's Announcements

5. An invitation to Council has been received from Positive Futures to attend an event on 10 July to hear about the work of the programme and extends to stay for a T20 Cricket game. Interested members to let the Clerk know asap.
6. Thanks were given to the previous Chairman of Finance and General Purposes, Cllr Gordon Moore, and the aim is to do the budget justice in the coming months.

Trent District Community First Responders

7. A presentation was received from Oliver Bere and Alison Curtis, Volunteer First Responders in the Trent District. There are ten responders in the group which has its own constitution and bank account. Volunteers use their own transport and all are trained and continually supported by East Midlands Ambulance Service. EMAS has a dedicated desk to deal with incidents that the First Responders need to attend and they can get to the person in need within minutes and can provide emergency lifesaving treatments before the arrival of the Paramedics. Radcliffe is central to the responders designated area and more emergency response kits are required. In April and May there were eight call outs to Radcliffe and fifty five in the NG12 area. Members thanked Oliver and Alison for attending the meeting and wished for a recording of thanks for the work that they do on behalf of the community.

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

M.5 Bar Commission

8. The small claim through the courts against a Bar Operator (who provided a temporary service last summer) is now at the stage of visits from the Bailiffs, the Clerk awaits a report.

M. 15 Positive Futures Community Pride Project

9. The eight wood carvings are ready to be installed at Rockley Park but the Foreman is trying to source cheaper appropriate fixings to what was recommended by the Wood Carver but this is proving difficult.

M. 16 Cutler Albums

10. The Cutler Albums are now stored in a locked cupboard in the County Room, The Grange.

M. 18 Village Directory

11. The Office staff continue to collate information to put a new up to date Village Directory together.

M. 20 PDQ Machine

12. Members were provided with an analysis of income by transaction type. It was noted that only 22 card transactions had been taken in the financial year 2014/15 (via Worldpay online) equating to 6.41% of overall income which could not justify the ongoing expense of installing a PDQ machine.

M. 22 Lily Ponds Reserves

13. There is a restricted reserve fund of £3,000 (grant via the Canal and River Trust) for the future management of the Lily Ponds. The expenses for the BioBlitz event held in May equated to approx. £300, however £200 has been sourced from the Rushcliffe Borough Council Biodiversity Grant Scheme.

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

14. Standing Orders were suspended at 7.25pm

- Resident and Chairman of R.O.T Neighbourhood Watch gave an overview of the proposed reductions in Policing in support of his request that Council hold a public meeting with the Police and Crime Commissioner to express resident's concerns about the loss of the PCSO's and limited availability of the local Beat Manager.
- A resident clarified his request to council that residents are able to access prior to meetings all supporting documents in addition to the Agenda either by email or the website. Access to draft minutes are also requested.
- A resident clarified his request that the Parish Council audio records its meetings and arrangements made to store the recordings and made available for councillors and members of the public on request.

15. Standing Orders resumed at 7.36pm

16. **Income/Expenditure Figures and Cheques for March 2015** were discussed and it was **RESOLVED**: "that they be accepted and approved by the committee."

17. **Income/Expenditure Figures and Cheques for April 2015** were discussed and it was **RESOLVED**: "that they be accepted and approved by the committee."

18. Cllr Culshaw requested that Grange Hall income earned compared to invoices raised for the forthcoming year is provided in graph form.

To Note Reserve Funds Definitions

19. Members received an information document outlining the differences between free, designated and restricted reserves. Noted.

Invoicing Age Analysis

20. Members considered current debtors to the Council and the age of overdue invoices. A percentage interest penalty system for overdue payments was discussed. The Clerk would do some research and Agenda the item for the next Finance meeting for consideration.

Year End Accounts March 2015

Internal Auditors Report

21. Members considered the report for year ending 31 March 2015, no matters of concern were raised. However it was recommended that the designated Audit Working Group carry out a programme of spontaneous checks throughout the year and the results recorded. The Clerk would arrange an Audit Working Group meeting. Thanks given to the Accounts Clerk, Sally Horn for her good work.
Resolved: "To accept the report."

Annual Return: To Consider the Governance Statement and Recommend Full Council to Sign

22. **Resolved:** "That the annual governance statement be approved and the annual return be recommended to sign off by Full Council and sent to the External Auditors."

Financial Statements

23. The Year End 31 March 2015 Financial Statements were received. These will be on the Agenda to sign off at the next Full Council meeting.

To Consider Projector Equipment Grange Hall / The Grange

24. The Grange and Grange Hall Committee requested funds for a high spec projector for the Hall and a projector for the Radcliffe Room (unbudgeted items). Three quotations have been sourced. Cllr Agar suggested a flat screen with HDMI lead for the Radcliffe Room instead. It was
Unanimously Resolved. "To delegate powers to the Clerk to incur expenditure up to £4,000 gross for a projector for hall, a flat screen for the Radcliffe Room and associated costs, funded via transfer to reserves."

Cheque Signatory Review

25. Cllrs Moore, Leigh-Browne, Brears and Spencer are the only current signatories, a further four is required.
Resolved: "Cllrs Bailey, Banner, Clegg and Culshaw would be the additional signatories and were handed the bank mandate forms for completion."

Grant Applications

Trent District Community First Responders: Contribution to Emergency Response Kit

26. The group is seeking funds of £1,000. In the first instance, Cllr Bailey would approach the Radcliffe Swimming Pool Association to ascertain whether they could fund the kit. Failing that, the local Borough Councillors would be approached.
Resolved: "To award a grant up to £1,000 to cover any shortfall, in the event that full funding cannot be sourced from the above parties."

Rushcliffe Barn Owl Project: Support Costs for the Provision of Nesting Boxes

27. **Resolved:** "To award a grant of £100".

Correspondence

a) Chairman R.O.T Neighbourhood Watch: To Consider Public Meeting – Policing Reductions

28. Members considered a letter requesting Council call a public meeting with regard to the proposed reductions in policing. Members were also provided with copies of correspondence from Neighbourhood Watch to Paddy Tipping, Police and Crime Commissioner urging the decision of any reduction to be reconsidered.
Resolved: "The Clerk to liaise with Paddy Tipping and David Griffin, Chair N.W and invite them both to speak at a public meeting hosted by the Parish Council. Date to be confirmed and event to be promoted".

b) Walkers Yard Car Park

29. Following on from the Health Centre and Walkers Yard car park consultations on 3 hour limited parking, Cllr Cottee at Rushcliffe Borough Council has asked Council to consider the potential for retaining an area of 28 spaces at the top of Walkers Yard car park as unrestricted. There was much debate on the right way forward to ensure that available spaces are for the local businesses and not persons parking all day and then catching the bus into Nottingham. Some form of permit system was also suggested. In the first instance Cllrs Moore and Spencer would survey the local businesses and do an audit of their requirements and report back to committee to enable members to make a better informed decision.

Rushcliffe Borough Council also advised that the County Council would deal with any request to restrict parking times on Main Road and Shelford Road.

c) Parish Council to Record Meetings and Publish

30. A request has been received from a resident for the Parish Council to audio record all meetings and file on computer and make available to Councillors and members of the public on request. Due to the expense, lack of staff resources and the minimal perceived demand, it was

Unanimously Resolved: "not to proceed with the arrangement of audio recording meetings, this does not preclude any members of the public who wishes to record meetings."

d) Publishing Draft Minutes and Providing Agenda Supporting Documents to Members of the Public

31. Members considered a residents request to make draft minutes and Agenda supporting documents available by email or the Parish website. Members agreed that interested residents should be able to follow a meetings proceedings and needed supporting information to do so. Currently minutes are not published until ratified by Full Council and it can be some weeks since the relevant meeting before residents are able to view them.

Unanimously Resolved: "Supporting paperwork (omitting confidential items) will be published on the website with future Agendas, noting quotations from contractors will be named A, B and C."

Resolved: "Draft minutes will be published on the website when completed, as a matter of courtesy the Chairman and Vice Chairman of the relevant committee shall have the opportunity to view before publishing and highlight any potential changes."

32. **Resolved:** "Standing Orders were suspended to enable the meeting to continue past 9pm".

NALC Membership

33. **Resolved:** "To subscribe to the National Association of Local Councils, and incur the annual fee of £1,110.51. 2015/16 costs would be funded via transfer to reserves as unbudgeted."

Defibrillator Locations to Consider

34. Woodside Stores, Craig Moray Centre, Westcliffe Care Home and the Trent Pub have all been approached to house the two defibrillators kindly funded by the Radcliffe on Trent Swimming Pool Association.

Resolved: "Woodside Stores and the Westcliffe Care Home are the preferred sites, electricity costs at approx. £25 per annum to run the units shall be funded by the Council. The Clerk to progress."

Personnel and Wages Sub Committee Composition

35. **Resolved:** "The Personnel and Wages Sub Committee will comprise of the Chairman of the Council, the Chairmen of all Committees and the Vice Chair of Council will Chair the meetings. In the absence of the Chairmen, Vice Chairman may attend the meetings".

Reports from Outside Organisations

36. The Chairman, Cllr Spencer advised that ROTSA has started negotiations with South Nottinghamshire Academy with regard to the future of the Bingham Road Playing Fields lease.

37. Cllr Bailey attended a recent Positive Futures meeting and was very impressed with the programme which provides support to young people. It was noted that more and more young people are visiting the Lily Ponds area which is very difficult to monitor activity.

38. South Nottinghamshire Academy Head Teacher, Dan Philpotts and Chair of Governors, Deborah Giles will be attending the next Full Council meeting on 29 June to provide an update on the new school build.

Councillors' Reports

39. There were no reports.

40. **Date of Next Meetings**
27 July 2015.

Resolved: "October 5th meeting now being held on the 12th to accommodate the Planning and Environment Committee."
There being no further business the meeting closed at 9.17pm

Signed: Chairman Date

DRAFT UNAPPROVED