

**Radcliffe-on-Trent Parish Council**  
**Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on**  
**Monday 27 July 2015 at 7pm**

Cllr Josephine Spencer (Chairman)

Bill Banner (Vice Chairman)	Keith Agar
Rod Brears	Graham Leigh-Browne (A)
Joe Bailey (A)	Sue Clegg
Martin Culshaw	Graham Budworth
Pam Thompson (A)	John Thorn (A)
Alice Tomlinson	David Astill (A)
Gillian Dunn	

Ex Officio: Cllrs. Georgia Moore and David Barton

**Also Present:** Jacki Grice (Parish Clerk), Cllr Jean Smith, Rushcliffe Borough Council and two members of the public.

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the committee, limited to fifteen minutes, during which time Standing Orders will be suspended. (*One resident was recording*).

1. **Apologies Approved:** Cllrs David Astill, Graham Leigh Browne, John Thorn, Joe Bailey and Pam Thompson
2. **To Resolve to Appoint Cllr Dunn to Serve on the Committee**  
**Unanimously Resolved:** "To approve the appointment of Cllr Dunn to serve on the Finance and General Purposes Committee.
3. **Declarations of Interest**  
Cllr Georgia Moore – Agenda Item 19 –family work for current provider of Telephone system.  
Cllr Alice Tomlinson – Agenda Item 21 – employed by Pre-School Playgroup.
4. **Minutes of the Meeting held on Monday 15 June 2015** It was **RESOLVED:** "That the minutes are approved and signed by the Chairman."
- Chairman's Announcements**
5. There were no announcements.
- Clerk's Reports on Matters and Actions Arising from Previous Minutes**
- M.7 Trent First Responders**
6. The Office has arranged payment for £500 grant funding (as approved at the last meeting) ROTPSA has also contributed to the new equipment.
- M.8 Bar Commission**
7. The Court Bailiffs have attempted to contact the bar operator of which council undertook a claim through the small claims process. Unfortunately, the premises were empty when they last visited.
- M.9 Positive Futures Community Pride Project**
8. The ground anchors have been ordered for the wooden sculptures and they will be installed at Rockley Park in the next couple of weeks.
- M.11 Village Directory**
9. A working group meeting will be arranged next week to discuss details of the Village Directory.

**M.28 Public Meeting: Local Policing**

10. A Public Meeting shall be held on 29 July, 7pm in Grange Hall, Paddy Tipping, Police and Crime Commissioner and David Griffin, Chairman of Radcliffe Neighbourhood Watch shall be speaking about Local Policing resources.

**M.29 Walkers Yard Car Park**

11. The Borough Link Officer is away on holiday, the Clerk will seek an update on the Car Park restrictions in the next week.

**M.34 Defibrillators**

12. The two new defibrillators have been delivered to the office, the electrician is due to do a site survey at Westcliffe Care Home and Woodside Stores with a view to installing them mid August.

**M.37 Village Activity**

13. There have been reports of minor vandalism in various locations, all have been reported to the Police.

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

14. Standing Orders were suspended at 7.06pm

- *Borough Councillor, Jean Smith advised that the Borough Council has been awarded grant LEP funding of £6.25m for economic growth schemes. Some funding is intended for industrial units at Bingham and Cllr Smith mooted the idea of such units near the RSPCA Nottingham Road site instead of housing. The Clerk would liaise with Cllr Smith to arrange for this matter to be discussed further with the Neighbourhood Plan Steering Group and arrange another date in September to discuss matters of mutual interest with regard to Councils four year plan. It is unclear if any funding intends to be allocated to Radcliffe on Trent. The newly formed Economic Growth Board facilitated by RBC is holding a meeting in October, it is expected that more information will be gained from this meeting.*

15. Standing Orders resumed at 7.15pm

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

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

18. The fees for the Wedding Licence were discussed, this item would be put on the next Grange Hall agenda.

**Invoicing Age Analysis**

19. Noted.

**To Approve Alterations to Event Income/Expenditure Budget**

20. Due to additional events being organised since the budget was approved, it was **Resolved**: “To approve an increase in Expenditure to £7,534 and an increase in Income to £8,034, thus keeping the net budget total unchanged at £500 surplus.”

**Notes on Terms for Invoice Payments**

21. Members considered a briefing note on the rights of businesses to charge late payment interest. It was noted that this right does not apply to sales to consumers, only business to business. Good customer relations was also discussed, it was **Resolved**: “not to implement a system whereby interest is charged for late payment in any of council’s areas of invoicing.” Staff will continue to ensure that all payments due are received.

**Report from the Audit Working Group**

22. The Working Group met on 9 July and carried out random checks on payments of invoices. No areas of concern were found. All checks by the Working Group need to be recorded for the Internal Auditor to view.

**Notes on the Financial Services Compensation Scheme**

23. A briefing note from the Society of Local Council Clerks advised that as from 03 July 2015 the UK Financial Services Compensation Scheme (FSCS) will cover the deposits of small local authorities with an annual budget of less than £375,000. The Parish Councils annual budget exceeds this threshold and therefore has no security if the NatWest Bank became insolvent. The Accounts Clerk would be asked to recommend some options to consider for the next meeting.

**Grant Applications****a) To Consider Policy**

24. It was **Resolved:** "To approve and adopt the Grant Application Policy inclusive of statement and guidelines for applicants.

**b) Radcliffe on Trent Bowls Club Grant Application**

25. The club is seeking a contribution to new facias and gutters for the Pavillion. It was **Resolved:** "To approve a grant award of £150."

**Complaints Procedure**

26. Members considered a draft policy, it was agreed that the Clerk would make some minor alterations with regard to escalating procedures depending on the severity of incidents. The Grievance and Disciplinary Process would also be considered together with this document. The Clerk will Agenda again for the next meeting.

**Media Policy**

27. **Resolved:** "To approve and adopt the policy, save for the following amendment"  
**Addition to point no. 8** 'Members of the press and public may be permitted to record from the start of the meeting and not before, and to finish recording promptly at the end of the meeting and no later.'

The Clerk would also seek information on the consequences for the press and public if a recording of a meeting was not reported in the correct way, i.e. an edited version.

**Foundation Award Scheme and Power of Competence**

28. Cllr Barton provided members with an overview of the new Council Award Scheme which supersedes Quality Status. Councils can apply for awards at three levels, Foundation Award, Quality Award and Quality Gold Award. Radcliffe on Trent Parish Council currently holds the Foundation Award until January 2016 as its Quality Status was transferred to the first level of the new scheme. To undertake any level will require significant staff resources, it was agreed for a working group to talk through the options and the Clerk would provide more information on the implications of each criteria to meet. Cllr Barton would convene the meeting, Cllrs Budworth, Culshaw, Agar, Banner and the Clerk would attend.

**Parish Council Telephone System**

29. The current telephone system does not meet the needs of the Office, as contracts are due, it was agreed for the Clerk's Office to seek alternative quotations inclusive of a fibre broadband package.

**Budget Review Meeting for 2016/17**

30. Cllrs Jo Spencer, Bill Banner and David Barton will meet with the Clerk and the Accounts Clerk in early October to put together a first draft. The Clerk will convene the meeting.

**Report from Working Group: Playgroup**

31. A meeting was held with representatives of the Pre-School Playgroup who currently have 14 staff and 72 children on roll. The new Academy build means that the group will need to relocate and is currently negotiating with the LA and are hoping to secure the scrubby hockey pitch area at the top of Eastwood Road behind the Infant and Nursery School which is ideal for

the logistics of taking children to and fro. The LA have offered 2 temporary classrooms, but no funding to make them fit for purpose. The Playgroup does not have the resources to pay for the expensive set up costs whether it was this location or other in the village. Cllr John Thorn undertook to write to the LA highlighting the problems that the Playgroup are facing. Nottinghamshire County Councillor, Kay Cutts is also making enquiries.

**Correspondence**

**Civilian Life**

- 32. Event Brief: Save the Date 12 November, County Hall 10am-1pm, more details to follow. Noted.

**Reports from Outside Organisations**

- 33. Radcliffe on Trent Sports Association is meeting again soon to discuss further the future of the Bingham Road Playing Fields lease with South Nottinghamshire Academy.

**Councillors' Reports**

- 34. There were no reports.

**Date of Next Meeting**

- 35. 12 October 2015

There being no further business, the meeting ended at 8.24pm

Signed: Chairman ..... Date .....