

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 12 October 2015 at 7pm

Cllr Josephine Spencer (Chairman)

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

Ex Officio: Cllrs. Georgia Moore and David Barton

Also Present: Jacki Grice (Parish Clerk), Lisa Simpson (Hall Manager) 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 Keith Agar, Martin Culshaw and John Thorn
2. **Declarations of Interest**
 Cllrs Joe Bailey and Pam Thompson – Agenda Item 16b) Members of Playdays
 Cllr Georgia Moore – Agenda Item 17) Telephone System: Family member of supplier
3. **Minutes of the Meeting held on Monday 27 July 2015** It was **RESOLVED**: “That the minutes are approved and signed by the Chairman.”
4. **Minutes of the Personnel and Wages Sub Committee Meeting 03 August 2015** “That the minutes are accepted and referred back to the sub-committee”.
5. The Clerk has sent a letter of appeal to New College Nottingham as the Skills Funding Agency has rejected the Apprentice Age Grant application on the basis that they have linked the Parish Council to Nottinghamshire County Council in terms of employee numbers which would exceed the threshold to be eligible for the grant. The appeal was refused. The Clerk would write to the Skills Funding Agency direct and copy in Cllr Kay Cutts and Rt Hon Ken Clarke MP.
- Chairman’s Announcements**
6. A thank you letter has been received from Trent District Community First Responders for the grant of £500 for equipment.
- Clerk’s Report on Matters and Actions Arising from Previous Minutes**
7. **M.11 Car Parks**
 The Orders for the parking restrictions at Walkers Yard and the Health Centre car parks will now be made in January 2016. Bingham are also implementing parking restrictions and Rushcliffe Borough Council will be submitting the Orders for both villages together.
8. **M.12 Defibrillators**
 The two new Defibrillators have now been installed at Bingham Road Playing Fields and Westcliffe Care Home. A training event has been organised and advertised for 12 November 2015.

9. **M.18 Wedding Licence**
The cost of the 3 year Wedding Licence shall be analysed against relevant income at the next Grange Hall Committee meeting.
 10. **M. 26 Complaints Procedure**
The document shall be considered at the next Personnel meeting together with Grievance and Disciplinary Procedures.
 11. **M. 30 Budget Review Meeting for 2016/17**
The Vice Chair of the Council, The Chair and Vice Chair of Finance and General Purposes will meet with the Clerk and Accounts Clerk on 16 October to review a first draft.
 12. **M. 31 Playgroup**
A response to the letter sent to Antony May at N.C.C regarding the issues the Playgroup is facing with a permanent future base is yet to be received.
 13. **M.33 ROTSA**
Due to last minute FA Pitch Inspections the meeting with ROTSA to discuss the future of Bingham Road Playing Fields has been postponed. The Clerk will arrange an alternative date.
- Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes**
14. Standing Orders were suspended at 7.10pm
 - *A resident enquired about the location of the new defibrillators, Bingham Road and Shelford Road were confirmed.*
 15. Standing Orders resumed at 7.11pm
 16. **Income/Expenditure Figures and Cheques for July 2015** were discussed and it was **RESOLVED**: “that they be accepted and approved by the committee.”
 17. **Income/Expenditure Figures and Cheques for August 2015** were discussed and it was **RESOLVED**: “that they be accepted and approved by the committee.”
- To Consider Future Presentation Format for the Accounts**
18. **Resolved**: “To approve the new one page format for presenting the monthly accounting statements with the inclusion of itemised designated/restricted reserves.”
- Invoicing Age Analysis**
19. Noted, there were no areas of concern.
- Cheque Signatories: To Approve the Vice Chairman**
20. **Resolved**: “To approve the Vice Chairman, Cllr Dave Barton as a cheque signatory.”
- Investment Recommendations Update**
21. Staff are still awaiting information from various sources to provide a recommendation. A full report and example investment strategy document shall be provided for the next meeting.
- To Consider VAT Professional Services**
22. The current scheme requires review to ensure that it is the right one for the Parish Council going forward. Parish Council VAT schemes are extremely complex and professional expertise is essential.
Resolved: “The Clerk to arrange for professional VAT Services, and organise a training session and invite other councils in order to contribute towards the cost.”

Annual Return: To Note Completion from External Auditor

23. The External Auditor has signed off 2014/15 Year End Accounts with no matters of concern coming to their attention. Noted and thanks given to the Accounts Clerk, Sally Horn for her excellent work.

Village Directory

24. Hall Manager, Lisa Simpson provided an overview of the Village Directory which is produced every four years. Help is required to gather all relevant information to be incorporated into it. Cllrs Moore, Barton, Leigh-Browne, Clegg, Bailey and Spencer would form a working group to progress this. The project needs to be advertised more on the website, notice boards and social media.

Grant Applications

Methodist Church New Build

25. The organisation is seeking funding of £1000+ for the new build, noting that there is still well over a million pounds to raise, it was:

Resolved: "To refuse the application at this point, the organisation will be advised that the Parish Council would consider a grant application for a specific project within the community hall when it is built."

Playdays Grant Underspend

26. Cllr Bailey advised that the Parish Council provided a grant for insurance that the Playgroup then got a better price for upon renewal. Therefore there is an £87 underspend of the grant. Playdays would be seeking another grant for insurance again this year.

Resolved: "Playdays to keep the £87 in relation to this year's insurance renewal. The balance of which to be considered upon receipt of a grant request".

Parish Council Telephone System and WIFI Recommendations

27. Three quotations have been received for a new system including cordless handsets and fibre broadband both with outdoor use. The Office Staff wish for Council to defer a decision until further compatibility investigations have been carried out. The Clerk would Agenda for the next meeting.

Foundation Award Scheme

28. The new scheme which supersedes Quality Status is accredited at three levels, Foundation, Quality and Quality Gold. Radcliffe holds the Foundation level until January 2016. Due to resources the working group recommend that Quality level is applied for with a target aim date of Autumn 2016. Facilitated by NALC the registration fees are £50 and the accreditation fees are £100. The working group to take this forward comprises of Cllrs Barton, Banner, Culshaw, Agar, and Budworth.

Resolved: "To work towards the Quality Award, aiming for accreditation in Autumn 2016".

Four Year Plan

29. Cllr Barton provided the following update: 170 ideas were submitted and these have been graded by each Councillor on a range of 0-3. Some items have no specific financial implications, but some will impact either financially or with staff time. Chairs of committees have been invited to indicate their ideas for the allocation to specific financial years prior to the first 2016/17 budget review meeting and committees will then have opportunity to ratify these priorities and phasing at the usual committee meetings. External funding for projects will also be sourced

Standing Orders and Financial Regulations Review

30. Cllrs Josephine Spencer and Martin Culshaw continue to review the documents, it is unlikely that major changes will be recommended.

To Consider and Approve Streetwise Proposal and Terms

31. Members considered the Heads of Terms drafted in relation to Streetwise using the redundant glasshouses at Rockley Park for use as a training facility for young apprentices.

Resolved: "To approve the proposal and heads of terms save for the following amendment".
"the mess room is provided for access to hot water and refreshment breaks."

Correspondence

32. **Police and Crime Commissioner Update on Rural Crime Initiatives**
Noted.

33. **N.C.C Integrated Tobacco Control Services in Nottinghamshire**
Noted.

34. **Letter from a Local Resident re: Village Fair**
A resident enquired about the idea of a Village Fair on Main Street. The Parish Council could not recall this, but did refer to the fair on Wharf Lane, there were issues with the non-payment of ground rent from the Operators. The Clerk would respond.

35. **Civilian Life Event: 12 November 2015**
Noted.

36. **Skylarks Nature Reserve AGM: 24 October 2015**
Noted.

37. **Reports from Outside Organisations**
There were no reports.

38. **Councillors' Reports**
Cllr Bailey advised that the Ladies Choir cannot commit to attending the Christmas Lights event, he will ask the Male Voice Choir and report back.
39. Cllrs Thompson and Thorn attended the Positive Futures Celebration Evening and many young people received awards for various achievements.

40. **Date of Next Meeting**
30 November 2015

There being no further business, the meeting ended at 8.20pm
Recording to cease

Signed: Chairman Date