

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 30 November 2015 at 7pm

Cllr Josephine Spencer (Chairman)

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

Ex Officio: Cllrs. Georgia Moore and David Barton

Also Present: Jacki Grice (Parish Clerk), Cllr Roger Upton (Rushcliffe Borough Councillor) and one member 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.

1. **Apologies Approved:** None received.
2. **Declarations of Interest**
Cllrs Georgia Moore and Keith Agar (Agenda item 14) Parish Council Telephone System, - they did not take part in discussion or vote.
3. **Minutes of the Meeting held on Monday 12 October 2015** It was **RESOLVED**: "That the minutes are approved and signed by the Chairman."
- Chairman's Announcements**
4. - The Christmas Lights Switch On was again a success.
- An anonymous donation of £500 has been received to fund a real Christmas tree in Grange Hall for the next few years.
- A reminder that the Councillors Christmas Coffee morning will be held in Grange Hall on 19 December 10am – 12 noon.
- Clerk's Report on Matters and Actions Arising from Previous Minutes**
- M.4 Minutes of the Personnel and Wages Sub Committee / Skills Funding Agency**
5. The Skills Funding Agency has now accepted that the Parish Council is eligible for the Apprentice Age Grant of £1,500 and the funds should be with the Parish Council within 30 days.
- M. 9 Wedding Licence**
6. The cost of the 3 year Wedding Licence was considered at the last Grange and Grange Hall Committee meeting which concluded that the income received does still warrant this expense.
- M.13 ROTSA**
7. Ian Brearley, Team Manager (Estates and Strategy) at Nottinghamshire County Council has responded to Council's letter seeking clarification on the terms of transfer of land (Bingham Road Playing Fields) to South Nottinghamshire Academy. He confirmed that N.C.C has no continuing interest in the Bingham Road Playing Field and all future enquiries should be addressed to SNA. The transfer was subject to the lease of the Bingham Road Playing Field to ROTSA for the 28 years from 1992 only.
- M.22 VAT Professional Services**
8. VAT Professional Services to review Council's current regime will be progressed in the New Year.

M.31 Streetwise

9. The Heads of Terms for the Glasshouses Training Facility Project at Rockley Park have now been signed. Refurbishment works are underway and the first set of students are due in January 2016.

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

10. There were no comments received.
11. **Income/Expenditure Figures and Cheques for September 2015** were discussed and it was **RESOLVED**: “that they be accepted and approved by the committee.”
12. **Income/Expenditure Figures and Cheques for October 2015** were discussed and it was **RESOLVED**: “that they be accepted and approved by the committee.”

Invoicing Age Analysis

13. Noted, this item would also be considered at the next Grange Hall meeting due to some Users late payment.

Investment Recommendations Update

14. The Accounts Clerk has been making various enquiries and has provided the following update:

- Natwest are unable to offer any alternatives for secure investments with a decent return
- RBC is unable to assist as they are now part of the ‘Bail In’
- NCC unable to offer anything – still looking into it

At the recent NALC AGM contact was made with CCLA Investment Company that offer two products:

- Public Sector Deposit Fund
- Local Authorities Properties Fund with strong returns close to 5%.

Mark Davies of CCLA has been invited to meet with the Clerk and Accounts Clerk on 13 January 2016 to provide more information. Cllr Jo Spencer would also attend the meeting.

A further update would be provided at the next Finance and General Purposes meeting on 01 February 2016.

Four Year Plan Update

15. Cllr Barton advised that all the Committees have now had opportunity to prioritise suggestions with financial and staffing implications and these have been incorporated either into the 2016/17 budget or highlighted as potential applications for funding. The next stage is for the committees to consider the ideas with no financial implications. Cllr Budworth and Agar would submit a proposal to carry out a condition survey of Councils’ buildings to help identify items for the Four Year Plan also, this would be an Agenda item for the next Finance and General Purposes meeting.

Security Review

16. Members considered whether the Friday and Saturday evening Security Officer is value for money. It was noted that the Grange and Hall have a capable Resident Caretaker and Duty Officers shall still attend large events. If an incident arose the Police would be called in any event. There are still limited funds allocated in next year’s draft budget for security whether it be for CCTV or manned Security again. The situation will be continually monitored and prices obtained for CCTV options.
Resolved: “To cancel Security services with Paramount from 1st January 2016.”

Budget & Precept 2016/17

17. Members considered the draft recommendation for the next Full Council meeting. The transitional grant from Rushcliffe Borough Council has now ceased which for 2015/16 was £13,260. In order to provide the same levels of service to the electorate this loss of funding needs to be sourced by an increase in the precept of £4 per household per annum (based on Band D property) equating to £88.62 p/a.
Resolved: “**To recommend the following budget and precept for 2016/17 to Full Council**” (14 in favour, x1 objection, x1 abstention)

	2016/17	2015/16 comparable
Total Budgeted Expenditure	£ 380,778	£ 381,715
Funded by:		
Precept	£ 277,295	£ 264,810
Transitional Grant	£ 0	£ 13,260
Other Income	£ 103,483	£ 103,645

Parish Council Telephone System and WIFI Recommendations

18. Three quotations have been sourced for a cordless telephone network system and fibre broadband, suppliers produced written quotes for hosted internet and landbased options.

Resolved: "To enter into a 3 year contract with Lantec and order the following requirements" (funded via Transfer to Reserves)

- Telephone System (inc x4 cordless handsets), Installation, Programming and Training £1,134.24
- FTTC Broadband Set Up – Router and Set Up £ 235.00
- £1,369.24 total**
- Enter into Annual Maintenance Contract at £155 per annum (1st year free)
- Monthly trunk line x2 and Fibre Broadband fees £72.61
- Calls UK Local/National £0.0075 Landline to Mobile £0.05

Quality Status: To Approve and Adopt the Community Engagement Policy and Implementation Strategy & Equality Policy

19. **Resolved:** "To approve and adopt the above Policies and Strategies with the following amendments."

C.E Implementation Strategy - To state notice boards 'in the Parish not village

- *To include reference to all Residents Associations individually, Upper Saxondale, Radcliffe and Park Homes with a view to Councillor Representation on all these Committees.*

Standing Orders and Financial Regulations Review

20. The Working Group recommended that no changes are required. Noted.

The Future of Audit Procurement and the Sector Led Body

21. Due to the previous Government abolishing the Audit Commission, NALC and partners have formed a Sector Led Body to procure audit services, simplifying arrangements and reducing the burden on Parish and Town Councils. Parish/Town Councils will automatically be included in the arrangement for the next five years unless they opt out and make their own arrangements for external audit.

Resolved "Not to opt out of the Sector Led Body audit scheme."

Correspondence

Local Government Boundary Commission: Electoral Review of Nottinghamshire – Final Recommendations

22. The commission has now completed its review of Nottinghamshire and members received the final report. Radcliffe on Trent division comprises Gamston North, Radcliffe on Trent wards and Shelford Parish of East Bridgford ward. The LGBC acknowledges concerns raised with the allocated divisions however they have been unable to identify alternatives while securing good levels of electoral equality. Noted.

N.C.C Commemoration Fund

23. The next funding round for Community Events to Commemorate the Great War is open until 15 January 2016. Cllr Barton would pass the information on to the U3A WW1 members to consider and propose a project.

Reports from Outside Organisations

24. ROTSA are due to meet next week.

Councillors' Reports

25. Cllr Spencer advised that the Leisure working group are going to visit a Sports Complex in Desford on 08 December, An area survey is going to be carried out at Wharf Lane and templates of draft example sports buildings layouts obtained from Sport England. Subject to Full Council approval a bid will be submitted to the Economic Growth Board for funding a purpose built Leisure Facility.

Minutes of the Personnel and Wages Sub Committee Meeting 16 November 2015

26. **To Approve Recommended Policies for Quality Status:**

- Personnel and Wages Sub Committee Terms of Reference
- Disciplinary Procedure
- Grievance Procedure
- Complaints Policy
- Dignity at Work / Bullying and Harassment Policy

Resolved: "To approve and adopt the above policies."

27. **Resolved:** "That the press and public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960."

Minutes of the Personnel and Wages Sub Committee Meeting 16 November 2015

28. **Staffing Matters and Acceptance of Minutes**

Resolved: "That the minutes are accepted and referred back to the Sub Committee."

Date of Next Meeting

29. 01 February 2016

There being no further business, the meeting ended at 8.39pm

Recording to cease

Signed: Chairman Date