

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 13 June 2016 at 7pm

Cllr Josephine Spencer (Chairman)

Bill Banner (Vice Chairman)

Rod Brears

Martin Culshaw

Gillian Dunn

Dave Barton

Pam Thompson (A)

Georgia Moore (A)

Keith Agar

Graham Budworth

Sue Clegg (A)

David Astill

Graham Leigh Browne

John Thorn (A)

Also Present: Jacki Grice (Parish Clerk), Jacque Earp (Admin Assistant) Sally Horn (Accounts Clerk) 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:** Cllr Georgia Moore, Cllr John Thorn, Cllr Sue Clegg, Cllr Pam Thompson

2. **Declarations of Interest**

None received

3. **Minutes of the Meeting held on Monday 21st March 2016**

It was **RESOLVED**: "That the minutes are approved and signed by the Chairman."

4. **Chairman's Announcements**

The Chairman thanked Sally Horn for a wonderful Pre-Meeting Training Presentation to the Finance & General Purposes Committee who now feel the benefit of her expertise.

5. **Clerk's Report on Matters and Actions Arising from Previous Minutes**

M.8 Economic Growth Board

Ongoing: The Clerk confirms that a joint feasibility study bid for a Village Masterplan has now been submitted. However the Strategic Growth Board has requested more information before making a decision.

6. **M.10 Standing Orders**

Deferred: There is an item on the agenda to make a recommendation about the Terms of Reference. These can only be signed off by Full Council, and the Standing Orders cannot be done until the Terms of Reference have been signed off.

7. **M. 24 to Consider Office I.T. Requirements**

The Office I.T equipment is now installed and all complete and working well

8. **M.27 To Consider regular Informal Parish Council Surgeries (via Four Year Plan)**

The Clerk asks for feedback following the two Council Surgeries already held at The Grange. Cllr Agar confirms two residents attended the first Surgery, Cllr Culshaw attended the second and confirms there was also two residents in attendance. Cllr Culshaw suggested there should be more publicity for the Surgeries, and asks whether The Grange is the right venue, or out in the village. He accepts two problems with being out on the street is the weather and confidentiality issues. The Clerk confirms the Surgeries are published on the website and are on the noticeboards. In addition, an advertising banner will be looked into. There has been general feedback from the residents including parking issues and possibility of resident permits. The Clerk asked that if there are any issues, they should pass on resident's concerns back to committees and put on the agenda.

9. **Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes**
No items raised.
10. a) **Project list indicating those included in March 2016 Year End Figures (accrued 2015/16 expenditure)**
Were noted and it was **RESOLVED**: "that they be accepted and approved by the committee."
11. b) **Income/Expenditure Figures and Cheques for March 2016**
Were discussed and noted it was **RESOLVED**: "that they be accepted and approved by the committee."
12. **Income/Expenditure Figures and Cheques for April 2016**
Were discussed and noted it was **RESOLVED**: "that they be accepted and approved by the committee."
13. **Invoicing Age Analysis**
All Invoicing Age Analysis clearly explained and there were no areas of concern.
14. **Year End March 2016**
a) **CA Plus Internal Auditor's Report: To Consider**
Resolved: "To note and accept the report."
There were no areas of concern, the Clerk did highlight that the Internal Auditor will be checking that the F&GP Audit Working Group are carrying out 4 procedure checks per annum. Checks on Payments and Bank Reconciliation and the Cemetery have already been carried out.
15. b) **Annual Return: To Consider Governance Statement and Recommend to Full Council to sign**
Resolved: "To recommend that Full Council sign the Annual Return and the Annual Governance Statement."
Sally Horn was congratulated and thanked for all her extremely hard work.
16. **Finance and General Purposes Committee Actual vs Budget Apr-May 2016**
Noted: Cllrs commented it was an excellent report, which had remarkable accuracy.
17. **To Consider a Recommendation to Full Council with Regard to Net Budgeting in order for Committee Terms of Reference to be Approved**
Resolved: "To recommend that Full Council approve net budgeting in the Committee Terms of Reference with the following guidance 'each committee is responsible for its Net Budget, subject to any exceptional income or expenditure (i.e. outside the normal terms of size or purpose) being submitted to and then authorised by F& GP.'"
18. **Audit Working Group: Notes of Audit Meeting 04.04.2016**
The results of the Cemetery Audit were noted: Cllr Barton thanks the Audit Working Group for their work.
19. **Grant Requests**
a) **Radcliffe on Trent Fireworks Display Working Group: Contribution to Display**
The Chair commented that she was not against providing a contribution, but was still early days. Cllr Dunn would like more information as to how the money will be raised from the event. A report from the two Cllrs on the Steering Group who are not at tonight's meeting is requested, however the Finance Committee supports the event in principle, but further detailed information would be helpful. This item will be on the F& GP Agenda for the 25th July 16.
20. **R.O.T Pre-School Playgroup: Play Equipment Contribution**
The Group have already had £500 from their original application of £1000. They have now asked for the remaining £500 for a new sandpit. – **Resolved** "to award £500".

21. Valley Road Residents: Signage and Road Maintenance Costs (Private Road) To Consider a Contribution due to Access

A note from a Valley Road resident has been received. A discussion took place and was agreed the Council have a right of way to Valley Road. The Clerk confirmed it is not a Constituted Group applying so cannot we cannot provide a grant. The Council cannot be pay for a 'Private Road' sign as it is the responsibility of the residents to provide, as they own it. It was agreed that it is the responsibility of the Ridge Lane Builders and the Rushcliffe Borough Council to provide a warning sign for pedestrians. It was decided that in principle we can agree to a contribution for materials to repair the road, as it is also a public right of way, but will not be cash as we are prohibited by law to do so. A letter will be sent to the resident shortly seeking more details on how many residents contribute.

22. CCTV Grange Grounds: To Consider a Recommendation from the Working Group

Following the cancellation of the Security Company services, it was agreed that the Grange Grounds would benefit from CCTV. The Clerk confirmed there used to be an annual budget of £5,000 for the security company. The 4 camera CCTV system is a one off payment of £5,500. The system has a sixteen port system which can be added to in the future, it can be monitored from the Office computers and also smart phone mobile access to view the grounds at any time.

Resolved "to approve expenditure of £5,594 inc VAT for The Grange Grounds CCTV £3,626 from the budget (part accrued) and £1,968 funded by Transfer to Reserves"

23. Quality Status: To Adopt and Approve Training Statement of Intent

Cllr Barton confirms this is to show that the Council is committed to ongoing training. Staff and Cllrs have attended recent training events and these will be recorded. It was emphasised that all Cllrs take part and report back from the training events whenever possible.

24. Correspondence: Trent District Community First Responders - Letter of Thanks for Recent Grant Awarded

Noted.

25. Reports from Outside Organisations

Cllr Agar reports back from the Upper Saxondale Residents Association to say that a number of items are missing from the play park, specifically a rubber tyre and bolts from play equipment. The Clerk confirms that Streetwise have just carried out inspections on all five parks in Radcliffe, and that the bolts and tyre have been taken away for safety reasons

Councillors' Reports

26. Cllr Culshaw, spoke about the Annual Rushcliffe Conference he attended with Cllr Dunn, Cllr Budworth and Cllr Clegg last Friday. There were a number of presentations all very relevant. The most apparent was the effects of austerity on Transport Services and the Police Service due to budget cuts, they were clearly struggling to provide an efficient service.

Items about the Economic Growth Board were also very informative and useful. Cllr Budworth agreed that the information on the EGB was very informative and should eventually benefit Radcliffe, along with Bingham. He confirmed there would be 13,150 homes built in Rushcliffe. Information will be sent from East Riding Parish Council regarding details of a self- help/self-funding way of getting village transport underway. The Chairman gave an example of the ongoing stopping problems at Radcliffe Train Station.

27. Cllr Leigh-Browne reminded the Committee of a meeting of the Brain Trust at the Health Centre on Saturday 10am – 12pm. This is advertised on the website, four Cllrs will attend and report back. \

28. Cllr Culshaw and the Trains Working Group has been campaigning for a while to get more trains to stop in Radcliffe, he confirms a letter from the Dept of Transport has indicated there will be five or six more train stops at Radcliffe on the Winter Timetable in December. It is an acknowledgement to the work the Parish and Rushcliffe Council have put in to eventually have an hourly train service. The Chair asks that this information be put on the website, to acknowledge some success with this campaign.

29. **Resolved** – Chairman to move that the press and public be excluded from the meeting during consideration of items 21 and 22 on the grounds that they involve the likely disclosure of exempt information as defined in section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960
30. **Personnel and Wages Sub Committee Minutes 04.04.2016 To Accept**
Cllr Barton presents the minutes, and asks that they should be endorsed by the Committee. **Resolved:** Accepted
31. **Personnel and Wages Sub Committee Minutes 06.06.2016 To Accept**
Cllr Barton presents the minutes, and asks that they should be endorsed by the Committee. **Resolved:** Accepted
32. **Date of Next Meeting**
25th July 2016

There being no further business, the meeting ended at 7.50pm
Recording to cease

Signed: Chairman Date