

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 03 October 2016 at 7pm

Cllr Josephine Spencer (Chairman)

Bill Banner (Vice Chairman)

Rod Brears

Martin Culshaw

Gillian Dunn

Dave Barton

Pam Thompson

Georgia Moore

Keith Agar

Graham Budworth

Sue Clegg

David Astill

Graham Leigh Browne

John Thorn (A)

Also Present: Jacki Grice (Parish Clerk), and eight 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.

1. **Apologies Approved:** Cllr John Thorn

2. **Declarations of Interest**

None received

3. **Minutes of the Meetings held on Monday 18 July and Extraordinary 08 August 2016, for Approval**

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

Chairman's Announcements

4. Although formal notification has not yet been received, it has been announced at the last Residents Association meeting that the Parish Council and Business Forum have been successful in their bid to the Growth Board for funding of £19,000 to appoint consultants to produce a Village Masterplan and carry out feasibility studies for various village aspirations.

5. The Pre-School Playgroup is holding an opening event on 7th October, Cllrs Dunn, Thompson and Spencer shall attend. It is hoped that there will be a similar invitation in the future from South Nottinghamshire Academy to look round the new school build.

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

M.16 Expenditure Accrued

The Clerk and Accounts Clerk have held one meeting with PSTAX VAT Consultants, a few queries have arisen and the Office hope to be in a position to present a full report on options for a future regime for the next meeting.

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

7. Standing Orders were suspended at 7.05pm

Members of the public asked for an update on the Skate Park. Councillors' explained that it is currently closed and there are two separate matters being addressed. A) the short term problem of immediate repair which the Parish Council did not budget for the unexpected and excessive costs and B) the future sustainability of the Skate Park which would need to be in concrete form and is expected to cost in the region of £200,000.

The Parish Council is meeting with Cllr Cottee tomorrow who is the Portfolio Holder for Leisure at the Borough Council to talk through the Skate Park and other leisure issues, it is hoped that discussions will influence some financial assistance. The Skate Park User Group have also formed a 'sub' fundraising group and are working hard identifying all sorts of funding opportunities. Cllr Tomlinson is the Parish Council representative on the Skate Park User Group and will keep the Group informed of any developments.

8. Standing Orders resumed at 7.18pm

9. The Chair proposed that the order of business be amended and Agenda Item 11b) SkatePark be brought forward for consideration. **Resolved:** "To change the order of business."

Unbudgeted Items Known and Anticipated Costs: Funding Options to Approve

10. The cost of immediate repairs and downsizing the wooden ramps is £8,500. The Parish Council does not have all these funds in the current budget and would need to consider funding from Reserves. It was:

Resolved: "To apply for a grant from the Borough Council for the whole cost of £8,500 in the first instance, if unsuccessful then an emergency Finance and General Purposes Meeting would be called to consider further."

11. Standing Orders were suspended at 7.24pm

Members of the public advised that there is worldwide SkatePark Community that could potentially be involved in the SkatePark and help with its maintenance. They would liaise with Cllr Tomlinson.

12. Standing Orders resumed at 7.30pm

Income/Expenditure Figures and Cheques for July 2016

13. Were discussed and noted and it was **RESOLVED:** "that they be accepted and approved by the committee."

Income/Expenditure Figures and Cheques for August 2016

14. Were discussed and noted it was **RESOLVED:** "that they be accepted and approved by the committee."

Invoicing Age Analysis

15. All Invoicing Age Analysis explained and discussed. There were no areas of concern.

Finance and General Purposes Committee Actual vs Budget April- August 2016

16. Discussed and noted.

Unbudgeted Items Known and Anticipated Costs: Funding Options To Approve

17. **Resolved:** "To approve the recommended funding sources and decisions for unbudgeted items on the following basis."

Personnel £17,850 – source - Transfer to reserves £12,528, Budget £1,000, General Reserve £4,322

Sink Hole £2,625 – source - Village Projects £2,625

Risk Management Document: Re Quality Status

18. The document was referred back to the working group to further consider risk levels.

Audit Working Group Meeting Dates

19. The Clerk advised that the Group need to carry out internal audits four times per annum, only one session has been carried out this financial year. The Working Group would arrange convenient dates to meet up.

Positive Futures Update and Future Reporting Procedures

20. Cllr Bailey provided a written report for the meeting advising that the PF Programme will be continuing for a further four years from January 2017. The current format of the management meetings will change and it is suggested that the Parish Council be updated on the programme by some other method. It was
Resolved: "To suggest to Positive Futures that they attend the Finance and General Purposes Committee meetings twice per annum."

Grant Requests

21. Radcliffe on Trent Community Fireworks Fiesta Steering Group are seeking additional funds to cover the outlay of costs including fireworks and insurance. They are requesting a contribution from the Community Event Compensation Fund given by Severn Trent Water of £2,000. Noting that the Parish Council has already agreed to underwrite any event loss up to £500, it was:
Resolved: "To award a contribution of £250 from the Severn Trent Community Compensation Fund."

Correspondence**Valley Road Residents**

22. The Householder- residents of Valley Road are seeking a contribution toward the periodic repairs of the lower road surface of Valley Road. The Parish Council van and contractors access Cliff Top via this road and contributes to its wear and tear. The average cost of each maintenance session is £150 and is carried out once or twice a year, there are 11 residents who currently pay for maintenance.

Resolved: Agreed that the Parish Council makes a contribution towards new road stone in line with all other residents and at the frequency advised."

Remembrance Sunday

23. An invitation has been received from the Royal British Legion to attend the parade on 13th November and lay a wreath. The PC Chairman, Cllr Moore will represent the Parish Council and attend.

Reports from Outside Organisations

24. Cllr Clegg advised that Cllr Upton reported on the successful Growth Bid at the last Residents Association meeting as a last point on a Neighbourhood Plan update. Cllr Upton did email the Clerk prior to making the announcement.

Councillors Reports

25. None received.

Resolved: "To move that the press and public be excluded from the meeting during consideration of Agenda item 19 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.

To Receive and Approve a Report and Recommendation from the Personnel and Wages Committee: Staffing Arrangements

26. Cllr Barton provided an overview of the proposals contained in the report Employment of Staff dated 30 September 2016 and all members received a copy of the minutes with recommendations from the Personnel and Wages Sub Committee meeting.
Resolved: "To approve the recommendations and accept the minutes of the Personnel and Wages Sub Committee Meeting 03.10.16".

Date of Next Meeting

27. 28 November 2016

There being no further business, the meeting ended at 8.37pm
 Recording to cease

Signed: Chairman

Date