

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 28 November 2016 at 7pm

<p>Cllrs: Josephine Spencer (Chairman) Bill Banner (Vice Chairman) Rod Brears Martin Culshaw (A) Gillian Dunn Dave Barton Pam Thompson Georgia Moore</p>	<p>Keith Agar Graham Budworth Sue Clegg David Astill Graham Leigh Browne (A) John Thorn</p>
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Also Present: Jacki Grice (Parish Clerk), Jacque Earp (Admin Assistant) 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 for Absence
Cllr Martin Culshaw and Cllr Graham Leigh-Browne - Approved
2. Declarations of Interest
Cllr Bill Banner declared an interest in item 14(a) of the Agenda as he is a School Governor at the Radcliffe Junior School. Cllr Dave Barton and Cllr Gillian Dunn also declared an interest in item 14(b) as they are group members of the Radcliffe Archaeological Project.
3. Minutes of the Meeting held on Monday 03 October 2016, for Approval
It was Resolved "That the minutes are approved and signed by the Chairman."
4. Chairman's Announcements
It was a successful day in Radcliffe yesterday with the Food and Gift Festival and Christmas Light Switch On at the Grange and Grange Hall. The Christmas Lights are looking particularly bright this year, and the Parish Council sends congratulations to the 'Yagdaar' Indian Restaurant who have made a big effort with their own display of lights.
5. Clerk's Reports on Matters and Actions Arising from Previous Minutes
M.7 Skate Park Update
The Skate Park User Group are very active, and are willing to carry out their own immediate repairs and to put up fencing prior to the repairs. A fencing contractor is on standby to erect the fence and a carpenter will carry out the repairs at nominal cost.
6. M.20 Positive Futures Update and Future Reporting Procedures
Positive Futures have been contacted and they are happy to co-operate to attend the Finance and General Purposes Committee meetings twice per annum.
7. M.21 Grant Requests
There was no need for the Parish Council to underwrite the Radcliffe on Trent Fireworks Fiesta Steering Group by £500, as the Firework Event proved to be a huge success.
8. M.23 Remembrance Sunday
There was a good turnout for the Remembrance Sunday Parade on Sunday November 13th. Cllrs also attended the parade and PC Chairman Cllr Moore laid the wreath at St Mary's Church.

9. Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes
Standing Orders were suspended at 7.06pm
- A member of the public commented how excellent the Food and Gift Festival and Christmas Light Switch On was at the Grange yesterday, and how good it was to see so many people out for this annual event. He thanked the PC Chairman for arranging the Food and Gift Festival, and confirmed the Christmas Lights looked good. Last week's flooding at the bottom of Vicarage Lane was mentioned and he confirmed Streetwise had quickly responded the next day to alleviate the problem. The PC Office was also thanked for their quick response in dealing with the flooding.
10. Standing Orders resumed at 7.08pm
11. Income /Expenditure Figures and Cheques for September 2016
Were discussed and noted and it was Resolved: "That they be accepted and approved by the committee".
12. Income / Expenditure Figures and Cheques for October 2016
Were discussed and noted and it was Resolved: "That they be accepted and approved by the committee".
13. Invoicing Age Analysis
All Invoicing Age Analysis explained and discussed. It was noted that Radcliffe Olympic Football Club still had not paid their invoice that has been outstanding for 90 days. The Parish Clerk confirmed payment had been requested several times, however a further letter will now be sent out to the Treasurer. The Clerk also provided an updated version of the Invoicing Age Analysis Sheet to Cllrs.
14. Finance and General Purposes Committee Actual vs Budget Apr-October 2016
Discussed and noted.
15. 2016 Accruals Review
The Accruals Table was noted and discussed. The Clerk confirmed the budget for the boiler at the Grange Hall is an unknown figure at present, so all underspent money (£7,127) will be used to contribute to the funding of this project.
16. To Make a Recommendation to Full Council for the 2017/18 Budget and Precept Totals
Discussed and noted. The Parish Council will not be increasing the precept for Radcliffe in the next financial year.
It was Resolved: "To keep the precept (calculated on Band D properties) at nil increase and when the budget is finalised this will be reflected in the budget total".
17. External Auditors Final Report: Annual Return – To Note
Discussed and noted. There were no areas of concern raised. However guidance was provided on Fixed Asset Valuations.
18. Grant Applications / Funds Requests
Radcliffe on Trent Junior School: Repairs to Sensory Garden
Cllr Bill Banner left the room at this point and returned after discussion.
It was Resolved " The Parish Council will award a contribution of £250 to assist Radcliffe on Trent Junior School with repairs to the Sensory Garden."
19. Radcliffe Archaeological Project: New Provision
Cllr Dave Barton and Cllr Gillian Dunn left the room at this point and returned after discussion
It was Resolved " The Parish Council will award a contribution of £385 to assist the Radcliffe Archaeological Project new provision."

20. Radcliffe Skate Park Fundraising Committee
Discussed and noted.
It was Resolved: " The Parish Council will transfer £460 from restricted reserves to the Radcliffe Skate Park Fundraising Committee for immediate repairs to the Skate Park, noting that these funds were given to the PC by the previous Skate Park Group".
21. Report from the Audit Working Group: Newsletter Advertising
Cllr Banner reported that the Working Group carry out four audits a year for the Parish Council. The group have recently looked at the way people advertise in the newsletter and have concluded VAT is payable when it is a commercial concern.
22. VAT Future Regime: To Note & Approve
The VAT Future Regime was presented at a Vat pre-meeting by Sally Horn Office Accounts.
It was Resolved: "That the Office may proceed on the basis of prepared information regarding VAT and Grange Hall Useage."
23. Quality Status: Risk Management Policy To Approve
Discussed and noted.
It was Resolved: ""That the Risk Management Policy be accepted and approved by the committee".
24. Correspondence
Nottinghamshire County Council Broadband Engagement Officer - Introduction
It was agreed that it was unnecessary to invite the NCC Broadband Engagement Officer to a future F&GP Committee Meeting. However, Cllr Barton asked that we write to the Officer and thank him for the offer.
25. Office Opening Hours To Consider
Discussed and noted. The Chairman suggested the Parish Council Offices are closed to the public an hour earlier each day at 12 noon. Working hours would remain the same, and phones would still be answered after the doors are closed to the public.
It was Resolved: " As from January 1st 2017, Parish Council Office and Grange Hall Reception opening hours will be changed to 9am – 12noon each day, and the working hours will remain the same".
26. Reports from Outside Organisations
- The Radcliffe Community Fireworks Steering Group reported a profit of £3,000 made at the event. The venue at the Bingham Road Playing Fields was correct and the event went very well. For next year the Group will look at providing more entertainment for younger children. It has been decided the Firework Event will become a regular annual event for the village.
 - Cllr Barton was pleased to hear the Firework Display was to become a regular Community Event. He noted the event was well organised and the food and drink was very reasonably priced. Costings for children's fairground rides need to be looked at as they are currently too costly.
 - Cllr Moore thanked everybody who attended the Food and Gift Festival at the Grange Hall yesterday. A marvellous time was had by all, and was particularly pleased to see Cllrs, The Skate Park Users Group, and First Responders attending. Thanks go to Don the Caretaker who worked very hard at the event.
 - Cllr Budworth confirmed the snow machine had provided the children with great entertainment at the Christmas Light Switch On yesterday as the machine kept blowing the snow towards the windows of the Grange. Thanks go to Simon Taylor who provided the snow machine free of charge for the event.
27. Councillors' Reports
- The Chairman noted that a photograph and complaint had been posted on 'The Fountain' via Facebook of a cracked pavement at Valley Road. It was suggested this was at the site of the recent sinkhole repair and the damage had re-occurred because the Parish Council had not spent enough money on it. The Clerk confirmed she would investigate the site and report back.

The Chairman to move that the press and public be excluded from the meeting during consideration of item 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.

28. Minutes of the Personnel and Wages Sub Committee Meeting held on 04 November 2016: To Accept
Discussed and noted.

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

29. Date of Next Meeting –
30 January 2017

There being no further business, the meeting ended at 7.47pm
Recording to cease

Signed: ChairmanDate

Draft Unapproved