

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 30 January 2017 at 7pm

Cllrs: 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 (A)

John Thorn

Also Present: Jacki Grice (Parish Clerk), Jacquie 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 Graham Leigh-Browne - Approved

2. Declarations of Interest

The Chairman declares an interest: Cllr Spencer is the Vice Chairman of ROTSA (Agenda item 15c Grant Requests)

3. Minutes of the Meeting held on Monday 28 November 2016, for Approval

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

4. Chairman's Announcements

- It was disappointing to see large scale vandalism at the Skate Park on the night of Saturday 28th January. The Police were called straight away and the vandalism was covered by local Social Media. Cllr Barton visited the Skate Park in the morning and was impressed that members of the Skate Park Group had come down on the Saturday night and had done a lot of tidying up and re-erected the fences themselves. The Group were very upset about what had happened, and a second skip has been ordered to take away all the wood that had been dragged away to make a fire. The Skate Park Group noted there was a lot of upset and support expressed by the older generation on Social Media. In an initial report there was mention of a crow bar being taken along to vandalise the Skate Park, however it has been confirmed the vandals had found a metal pole nearby and had picked it up and tried to use it. It is hoped this type of vandalism will not happen if the Skate Park is replaced with a concrete one. Cllr Barton is saddened about the vandalism, but credits the Skate Park Group in their fast response to the problem. Fortunately there was minimal damage to the Skate Park itself, as the vandals were disturbed early, so there will be no insurance claim made.
- The N.C.C has alerted the PC that there is a pension cash deficit of £2,067 which will affect the PC budget. However employer contributions will also be increased by 3%, which is a further £3,793 budget implication for the PC. This will take place starting from this financial year, over the next three years.

5. M.6 Positive Futures Update and Future Reporting Procedures

Positive Futures are happy to attend committee meetings twice a year, and have asked if they can attend Full Council meetings instead of F&GP meetings in June and December. No comments from Cllrs, Clerk to arrange the meetings.

6. M.20 Radcliffe Skate Park Fundraising Committee
The Clerk confirmed that the PC has now transferred the remaining restricted funds of £460 into the Radcliffe Skate Park Fundraising Committee bank account.
7. M.25 Office Opening Hours
The Office Opening Hours have now changed from 9am until 12pm. The website has been updated and there has been no complaints from the public. Until the office is fully staffed the benefit of earlier reduced hours will not be felt.
8. M.27 Cracked Pavement at Valley Road
There had been a report that the tarmac was damaged at the site of the sink hole. The Clerk had investigated this and found that tarmac had been split, but was an old issue and not situated at the site of the sink hole.
9. Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes
No items raised.
10. Income /Expenditure Figures and Cheques for November 2016
Were discussed and noted and it was Resolved: "That they be accepted and approved by the committee".
11. Income / Expenditure Figures and Cheques for December 2016
Were discussed and noted and it was Resolved: "That they be accepted and approved by the committee".
12. Debtors Listing
Noted and discussed. The Chairman noted that there was still outstanding amounts in relation to Radcliffe Olympic and Thera. The Clerk confirmed there is not a problem concerning Thera and is just an oversight on their behalf. The Radcliffe Olympic now owe £200 and have promised the balance by year end. The Clerk refers to payment regarding an RCD for the Christmas motif at the Grange. N.C.C now use Via East Midlands Ltd for their invoicing and time is needed to set up a payment system.
13. Finance and General Purposes Committee Actual vs Budget Apr-December 2016
Noted and discussed. Cllr Banner confirmed that £3,900 had been allocated to Grants/Donations in February's figures, for potential spend between now and the end of March 17. If this amount is not spent it will go back into general reserves.
14. To Note Underspend of £3,010 in Village Projects & Consider Outstanding Capital Projects from 4 Year Plan
Noted and discussed. Cllr Barton referred to the spend that will have to be made for the new Grange Hall boilers and confirmed this project has to be a priority. Cllr Agar referred to an update meeting regarding the Neighbourhood Plan held last week with Cllr Culshaw, Cllr Upton and RBC Planning Officer Phil Marshall. Employment of possible nominees for a PC the Inspector was discussed. There will be a large amount of correspondence and technical questions raised during the Inspection process, as per previous Neighbourhood plans for different areas, and an additional £1,000 contingency fee is requested for an Officer to assist on behalf of the PC. The Chairman then requested Cllr Agar discuss this issue at Agenda item 13 (2017/18 Budget Items Suggested via committee: To Consider).
It was Resolved: "That the Village Projects underspend of £3,010 be put towards the purchase of a new Grange Hall Boiler System."
15. To Consider 2016/16 Accruals Analysis, Underspend and Allocate Residual Funds
Noted and discussed. The Clerk confirmed that as the Grange Hall will be vat registered, the PC can now claim the vat back. The amount to spend on the kitchen floor therefore has been reduced by £261, because this work was still listed under Grange Hall it is proposed this amount be allocated towards the new boiler system contingency, currently standing at £7,387. There is another accruals underspend on last year's budget of £775 and £896, these amounts can either go back into the reserves or put towards the boiler. It is unknown if the new boiler system can be done within this financial year. It was noted that the cost of additional VAT advice forms part of the figures provided in the report, and money for Pear Training is still required, to be done when fully staffed. The Memorial Park budget has £460 left, and this will be spent for refurbishment. The residual funds will take the reserves for the boiler up to £12,068.

16. 2017/18 Budget Items Suggested via Committees: To Consider

- Cllr Agar continued the discussion concerning the appointment of an examiner as per Agenda Item 11. A decision has now been taken as to the preferred Examiner to represent the PC. It is clear there will be high level questions and issues raised that will need to be dealt with on a professional basis. Cllr Agar confirmed the original budget has now been fully spent because of the extra impact statement report that had to be put together, which of course was additional consultancy fees for Bob Philips, and not on the original costings. It is requested that a contingency fund of £1,000 for additional consultancy advice now be put in place. Bob Philips of BPUD has not been approached as yet however it is anticipated that additional consultancy fees are required in support of defending the Neighbourhood Plan from any comments issues and questions raised. The Neighbourhood Plan is important and has potential long term effects on the village, so it would be an error not to ask for further professional advice on this issue. The Clerk confirmed the additional costings of the sustainable environment assessment were not unforeseen, but were not expected either. It was also confirmed this issue will be approved at Budget time and only suggested as a budget item at this meeting. Cllr Culshaw re-confirmed that a planning expert is needed to help the PC answer the highly technical questions and that Bob Philips has been involved all along with the Neighbourhood Plan and knows the issues that may be raised at the inspection process. The Chairman asked that Cllr Agar raise this issue again for next week's Planning Agenda on 6th February.
- The Clerk referred to item 13 'Budget Notes 2017/18'. Noted and discussed, it was confirmed that a Budget Meeting is planned for Tuesday 7th February. As no priorities for spending has been received from different PC Committees before tonight, it is difficult to prioritise against items listed on the notes. It was therefore decided that all money be allocated to a 'Village Projects' fund and if items are required and prioritised by a particular committee, bids for money can be made via F& GP throughout the financial year.

17. VAT – Grange Hall Opting To Tax as of 01 February 2017: Authorisation to Sign HMRC Notification Form

Noted and discussed.

It was Resolved: "That the Parish Council will authorise notifying HMRC that Vat will be applied in respect of Grange Hall"

18. Grant Applications

a) Radcliffe on Trent Cricket Club – Contribution to Scoreboard

Noted and discussed. It was Resolved: The Parish Council will award a contribution of £250 to assist the Radcliffe on Trent Cricket Club with a new Scoreboard Provision."

b) Radcliffe on Trent Bowling Club – Contribution to Mower

Noted and discussed. It was Resolved: The Parish Council will award a contribution of £250 to assist the Radcliffe on Trent Bowling Club with a new Lawn Mower."

c) Radcliffe on Trent Sports Association – Running Costs

Noted and discussed. It was Resolved: The Parish Council will award a contribution of £2,500 to assist the Radcliffe on Trent Sports Association for running costs."

19. Newsletter Delivery: to Consider Format

Cllr Moore queried the current delivery time slots of the Newsletter by the existing provider, as previously the Newsletter was delivered to Radcliffe Homes after an event and not before. Cllrs should be mindful of the fact that this is happening and would prefer a written list of delivery times. In view of this, Cllr Barton requested a different means of distribution for the PC, as advertisements are being sold and not used, therefore a cut-off dates are required for delivery. The Clerk confirmed that this had been costed and looked into less than a year ago, one quote being £1,000 whereby the existing provider was £240. Only two Newsletter drops have been done for the PC by the current provider and have 2 Radcliffe people doing this. The Clerk confirmed that the PC 'piggyback' the provider when making other deliveries to keep the costs down.

20. Annual Parish Meeting and Civic Awards: To Note Timelines

The cut-off point to nominate somebody for a Civic Award is 13th March 17. This has been advertised via the PC website and Social Media, however the PC Office have not received any nominations to date.

21. Correspondence for Action: To Note Timelines

a) South Nottinghamshire Homelessness Strategy Consultation

Noted. It was agreed that if they wish to respond, Cllrs were to respond to this matter as individuals and not as a Parish Council.

b) Rushcliffe Listening Campaign: To Consider Facilitating an Event

Noted. The Clerk stated that a precedent would be set if rooms were hired out free of charge, therefore it was decided that rooms available to Rushcliffe Listening Campaign would be hired out at the current rate.

c) NALC: External Audit Briefing

Noted. Cllr Clegg attended last year and confirmed this was useful and helped with the PC Audit. Cllr Banner will attend this year.

d) Safer Nottingham Board

Noted. The Clerk has sent out the survey to Cllrs and it was agreed that if they wish to respond to the survey, this was to be done as individuals and not as a Parish Council.

22. Correspondence

a) NALC: Council Tax Referendum Principles NOT Extended to Parish Councils

Noted.

b) NALC: New Chairman's Letter

Noted.

c) Christians Together: Thank you letter

Noted.

d) ROT Archaeological Project Thank you Letter

Noted.

e) Sensory Garden Thank you Letter

The Chairman confirmed a letter had been received from the Radcliffe Junior School thanking the PC for the contribution to the Sensory Garden

23. Reports from Outside Organisations

None Received.

24. Councillors Reports

- Cllr Culshaw confirmed that last week he attended a meeting with Kendra Hourd of NCC Highways and Lisa Jones who has been campaigning for more zebra crossings at the mini roundabout in the village. Immediately following the meeting Kendra Hourd confirmed that the zebra crossing at the bottom of Shelford Road would take place this financial year. This crossing will be immediately at the roundabout where the pavement dips at both sides. There would be a consultation and just time between now and the end of the financial year.
- Cllr Thompson was concerned the South Notts Academy was not consulted about the A52 Junction improvements and roadworks.

Chairman to move that the press and public be excluded from the meeting during consideration of item 22 on the grounds that it involves the likely disclosure of exempt information as defined in section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960

25. Minutes of the Personnel & Wages Sub Committee Meeting held 30.01.17 and Recommendations to Approve

Recording to cease

It was Resolved: "That the minutes of the Personnel & Wages Sub Committee Meeting held on 30.01.17 and Recommendations to Approve be accepted."

26. Date of Next Meeting –
20 March 2017

There being no further business, the meeting ended at 7.59pm

Signed: ChairmanDate