

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 27 November 2017 at 7pm

Cllrs: Josephine Spencer (Chairman) (A)
Bill Banner (Vice Chairman)
Rod Brears
Martin Culshaw (A)
Gillian Dunn (A)
Dave Barton
Pam Thompson
Georgia Moore (A)

Keith Agar
Graham Budworth
Sue Clegg
David Astill
Graham Leigh-Browne (A)
John Thorn

Also Present: Sally Horn (Acting Clerk), Jacque Earp (Admin Assistant) and no 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 for Absence

Cllr Spencer, Cllr Culshaw, Cllr Dunn, Cllr Moore, Cllr Graham Leigh-Browne - Approved. In the absence of Chairman Cllr Spencer, the Vice Chairman namely Cllr Banner chaired tonight's meeting.

2. Declarations of Interest

None received

3. Minutes of the Meeting held on Monday 02 October 2017, for Approval

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

4. Chairman's Announcements

- The Christmas Food Fayre and Christmas Light Switch on was a great success. However, the P.A system and where the celebrity should be sited will be issues to sort out for next year.

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

M.5: The Christmas Lights Working Group will now convene on the 8th December 2017.

M.15: Regarding CCLA Investments, the Office has now received the Professional Investor Report from 'James, Ryan, Thornhill.' It reports: "the net total performance for the CCLA Property Fund has exceeded the benchmark every year since 2002." "It is therefore highly unlikely to cause embarrassment to the Council or offend those whom it represents" "Overall however it would be a prudent, rational and responsible investment of Council funds". An investment of £75,000 will now be made into the CCLA Property Fund.

M.16: In relation to the Skate Park, RBC has confirmed they are now accepting applications to share the available funds of £500,000 and will forward forms. There will be a number of applications from different areas in Rushcliffe, however Radcliffe has already submitted their Redevelopment Business Case to RBC and it is the view of Cllrs the village should be first in line for funding.

M.18: There will be a meeting in January with Radcliffe Olympic to discuss Health & Safety issues and other matters.

M.19: The new Van & Trailer have both been purchased and the old Van & Trailer has been sold via Cllr Spencer. The Van was sold for £1,500 and the trailer was sold for £270 VAT inclusive. The Cllrs thanked Cllr

Spencer for this. The Cemetery wall has been repaired, the bungalow is restored and Jenny Ellis (Grounds Team Leader) is now living there. The PC is waiting for the Ride on Mower to be serviced before it can be valued and sold.

M.20: All the Chairs of Committees will now meet week commencing 4th December 2017 to discuss the 2018/19 budget and precept.

6. Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes
No members of the public were in attendance.
7. Income /Expenditure Figures and Payments for September 2017
Noted and accepted.
8. Income /Expenditure Figures and Payments for October 2017
Noted and accepted.
9. Finance and General Purposes Committee Actual vs Budget - April – Part November 2017
Noted and accepted.
10. Debtors Listing – To Consider Action
Noted and discussed. The Debtors list in the main is satisfactory. However it was clear that a Pilates debt of £445.56 that was due on the 1st June 2017 would not be paid. This debt is about to meet the criteria for Bad Debt Relief for VAT, i.e the net cost to the ROTPC is £371.30.
It was Resolved: "To write off the Pilates debt and reclaim the VAT."
11. Grant Applications:
There were no applications to consider.
12. Standing Order and Financial Regulations: To Approve the Inclusion of a new Procurement and Contract Regulations re: Quality Status
Noted and discussed. It was Resolved: "To approve, adopt and incorporate the new Procurement and Contract Regulations into the PC Standing Orders and Financial Regulations."
13. Grant Thornton UK LLP: Annual Return for Year Ended 31 March 2017
2016/17 was the last year Grant Thornton UK LLP were External Auditors for the PC. From 2017/18 PFK Little John LLP will be the PC's External Auditors who are based at Canary Wharf in London. This decision was taken via NALC and the scale charges remain the same at approx £1,000 per annum. Grant Thornton UK LLP noted that The Annual Governance Statement was signed off on the 26th June 2017, however the Exercise of Public Rights was prepared on the 5th June 2017 which is prior to the Annual Governance Statement being approved. It was noted that these two procedures were carried out in the wrong order. The 'Accounting for Fixed Assets – Assets Depreciated' was then discussed and it was noted that the PC Insurance value decreased this year, this was because the PC decided undertake an insurance review which resulted in a reduction in insured assets. It was agreed that insurance value is a more informative value.
14. Newsletter and Website: Report From the Working Group
Cllr Barton confirmed that the Newsletter Working Group had not yet convened. It was noted production and distribution of the Newsletter is expensive, at an annual cost of £4,000. Revenue from advertising is low and so other printing options and various ideas were then discussed to put forward to the Working Group. Cllr Banner reminded the Committee that the PC is currently in the process of achieving Quality Status and that part of this would be to produce 4 copies of the PC Newsletter a year. The amount of distributed newsletters however has currently been reduced to two per year for budgeting purposes. Cllr Banner will supply examples of different printing options from a recognised and reputable company for the Newsletter Working

Group based on the Rushcliffe Reports publication layout. It was noted that this Working Group should convene as soon as possible to tie in with production and budgeting timelines.

15. Building Condition Surveys: To Consider Action

Noted and discussed. The undertaking of Building Condition Surveys is far more expensive than first thought. The PC has three quotations ranging from £6,050 to £7,080 which is beyond the contingency in the current budget. The RBC are carrying out a similar exercise next year and have offered for the PC to 'piggy back' this project. The Clerk has provided the RBC with the relevant information and is waiting cost estimates to go down this route. It was Resolved: "To defer the item until further clarification on scope and costs are provided by RBC Estates Department, but to make provision in the 2018/19 budget for survey fees. The outcome of any survey findings to be considered in the following years budget 2019/20."

16. Health and Safety: To Consider Action

Noted and discussed. The PC has received a Health and Safety Audit report from Safety Shield Ltd. F&GP previously approved £3,000 from net budget for Health & Safety, £600 was spent on the audit and £1,000 for NCC Fire and Water Risk Assessments leaving a £1,400 balance. The Safety Shield additional quotations based on the audit findings equates to £1,920, so there is a shortfall of £520 (to approve from net budget/transfer to reserves). Cllr Budworth confirmed that the completed Fire and Water Risk Assessments had been returned, and although good generally, there was some anomalies that need addressing that may have cost implications. There is a follow up meeting scheduled for the 12th or 13th December to discuss/progress further.

It was Resolved: "The Clerk to proceed with the quotation from Safety Shield Ltd at a cost of £1,920, and to approve the shortfall of £520 from net budget/transfer to reserves."

17. Budget 2018/19: To Consider Priorities and Possible Savings

Noted and items considered. It would be useful for more information to be available regarding the Office IT, however it was agreed that money should be placed into an ongoing reserve account each year to cover costs. It was also agreed that the current grant budget of £5,000 should remain the same, to be spent only if applications are submitted for consideration.

The Newsletter Working Group will convene a meeting to discuss its future formatting and distribution for budget purposes.

18. Correspondence

Nottinghamshire Fire and Rescue: Public Consultation on the Introduction of Mixed Crewing and Alternative Crewing

Noted. The Consultation process will close on the 17th December 2017.

19. Reports from Outside Organisations

- Cllr Thompson attended a Fireworks meeting on the 23rd November 17. Profits made will be given to organisations that worked very hard on the day to ensure the event was successful.
- Cllr Barton noted the first 'Radfest' event was a great success for the young people of Radcliffe. A healthy surplus of money was made at the event and this will be needed for next year, as the group benefited from grants for the inaugural event but not necessarily from now on. The next meeting is on Wednesday 29th November, and items to discuss include the increase of entry price. The event is focussed on young people and not a commercial event and bands aged over 25 are not permitted to perform.

20. Councillors Reports

- Cllr Budworth confirmed that the 'Armistice Day' road closures and parade went reasonably well, although it was noted there was negative responses from a range of cyclists and drivers who were

in the village at the time and would not stand still for the two minutes silence. However, most people were respectful at the parade.

- Cllr Barton had received a letter from Radcliffe Male Voice Choir, who had asked to display a poster advertising their Christmas Concert at the Bingham Road Triangle. The advertisement this year was taken down by staff in January as it had been resolved by the Amenities Committee in January to remove all advertising from this area. The Choir were surprised and unaware of this policy and now are concerned they will lose out on the opportunity to advertise this year's Christmas Concert. It is hoped therefore that this can be an agenda item at the next Planning Committee on the 4th December to look at ways of helping the group, but is also aware that nothing irregular can be done. It was also noted that the Choir could advertise the Christmas Concert at St Marys Church, where it is held, but not advertised at The Grange. Cllr Agar agreed that this issue can be an agenda item at next week's Planning & Environment meeting.

The Chairman to move that the press and public be excluded from the meeting during consideration of item 21 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.

21. Minutes of the Personnel and Wages Subcommittee Meeting Held 13.11.17: For Acceptance

It was Resolved "To accept the minutes of the Personnel and Wages Subcommittee Meeting Held 13.11.17."

22. Date of next meeting

29th January 2018

There being no further business, the meeting closed at 8.58 pm.

Signed: ChairmanDate