

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 29 January 2018 at 7pm

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

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

Also Present: Jacki Grice (Clerk), Sally Horn (Accounts) 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 Georgia Moore, Cllr Keith Agar, Cllr John Thorn, Cllr Bill Banner and Cllr Graham Leigh-Browne
- Approved. It was noted that Cllr Leigh-Browne is improving in health and is hopeful of attending future PC meetings.
2. Declarations of Interest
The Chairman declared an interest in Agenda Item 11 as she is the Vice Chairman of ROTSA.
3. Minutes of the Meeting held on Monday 27 November 2017, for Approval
It was Resolved: "That the minutes are approved and signed by the Chairman".
4. Chairman's Announcements
 - The Chairman was sad to report the passing of a previous PC Cllr Dennis Silverwood and also Glenda Mary who ran the Tea Dances at Grange Hall for many years.
5. Clerk's Reports on Matters and Actions Arising from Previous Minutes
M.5: The Clerk was happy the CCLA investment had made a return of £293 for the month of December.
M.5 (Prev19): The Ride on Mower has still not been sold, so this issue will go back on the Amenities agenda for reconsideration at the request of Cllrs Banner, Spencer and Barton.
M.12: The approval for Quality Status is imminent.
M.15: The Clerk will chase up RBC regarding the Buildings Conditions Survey that the PC will be potentially 'piggy backing' and is scheduled for the spring.
M.16: There is a meeting this week with 'Safety Shield, who will be looking at COSHH items.
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 November 2017
Noted and accepted.
8. Income /Expenditure Figures and Payments for December 2017
Noted and accepted.
9. Finance and General Purposes Committee Actual vs Budget – April 2017 – Part January 2018 & To Consider Format Presentation
Noted and discussed. It was Resolved: "The Finance and General Purposes Committee considered and agreed to adopt the Actual vs Budget table in the new revised format."
10. Debtors Listing
Noted and discussed. The Chairman confirmed that some debtors had now paid in full.
11. Grant Applications- Radcliffe on Trent Sports Association – Running Costs
As the Chairman had declared an interest at this agenda item, Cllr Barton talked through this grant application with the Cllrs. Reference was made to the Bingham Road lease, and it was agreed a future meeting should be arranged for the PC, ROTSA and the Redhill Academy Trust. It was also noted that the Redhill Academy Trust owns the land and it is registered as a community asset. It was Resolved: "The Parish Council will award a contribution of £2,500 to assist the Radcliffe on Trent Sports Association for running costs".
12. Newsletter and Website: Report from the Working Group
Noted and discussed. Cllr Barton provided an update and it was considered very important that the PC newsletter continued to be distributed through every Radcliffe Residents letterbox twice a year. This should be in the current format, with an update in the design. It is a worthwhile activity and the PC's major way of communicating with residents. Costs were discussed and the Clerk confirmed that a reduction of £1,000 had been achieved by altering it slightly and that it is not cheaper to have less pages. The newsletter would still be A5, all glossy and have black and white internal pages. Wastage and duplication was also discussed, and it was agreed that the 'Fun Day' event be replaced by the children's activities at 'Picnic in the Park' and Borough Cllrs asked for their financial support. Cllr Barton will report back after the next Working Group meeting.
13. RBC Skate Park Grant Funding Contract Offer and Conditions: To Consider and Approve
The Chairman is delighted that the PC has received a Skate park grant funding offer of £125,000. There is however a clause in the contract offer requesting the PC to allocate £5,000 annually into PC Restricted Reserves for the refurbishment of a future Skate park. It was noted that if this clause is not complied with then the funding will not be valid. This issue was discussed and it was Resolved: "The Parish Council has considered and approved the RBC Skate park Grant Funding Contract Offer and Conditions."
14. Budget & Precept 2018/19: To Consider and Approve a Recommendation from the Working Group for Full Council Approval.
Noted and discussed. A 2018/19 precept increase of £5 per household is proposed. Cllr Banner from the Budget Working Party unfortunately cannot attend tonight's meeting, however the Chairman read out his report and the following points were noted:
 - Since the last precept increase of 2011/12, there has been an inescapable rise of supply costs, plus the ambitions of the PC to meet the needs of the community. The recommended precept increase of £5 per Band D property is the first increase in the precept since 2012
 - In 2018/19 the PC are projecting a reduction of £10,000 in Grange Hall income and an increase of £9,000 in expenditure.

- Since 2010/11 the RPI based increase equates to 22% increase over 7 years. Over this same period the precept has not been increased anywhere near this level.

The Chairman thanked Cllr Banner for his report and also noted the VAT refund of £13,000 from last year hugely assisted the PC with all the unexpected expenditure for staff issues, the bungalow refurbishment, new van and trailer and new Grange Hall Boiler, however there is no contingency for this year to cover costs for the Health & Safety consultants review, the Building Conditions Survey for all PC buildings and the implementation of new Data Protection legislation. A discussion continued to debate the amount of the increase in precept and it was then Resolved: "That the F&GP Committee accept the recommendation proposed by the Budget Working Group to increase the Radcliffe on Trent Annual Precept by £5 based on a Band D Household, to cover Parish Council costs and the needs of the community."

15. To Approve and Recommend the Statement of Activities Report 2018/19 for Full Council Approval
Noted and discussed. The Clerk requested that Cllrs decide the format and presentation of the Statement only, as the reserves will be decided at the next F&GP and Full Council Committee meeting. It was Resolved: "The F& GP Committee approved and recommended the format of the Statement of Activities Report 2018/19 for Full Council approval".
16. Health and Safety
To Approve and Adopt Statements: Policy, Responsibilities and Arrangements
Noted and discussed. The Health and Safety Consultants 'Safety Shield' will be making another visit to the office this week to see staff and look at COSHH items. The Fire Risk Assessment and Legionella reports have been returned from NCC, which flagged up a few issues so expenditure is anticipated. The PC insurance cover will be checked for the Chairman and the Clerk as responsibilities are increased in reporting and documentation, however initial risk assessments will flag up any problems. It was Resolved: "That the Health and Safety Policy, Responsibilities and Arrangements Statements are adopted by the Parish Council."
17. General Data Protection Regulation
Briefing Note
The General Data Protection Regulation is due to be enforced in May 2018. Data protection, the best way forward for implementation of the regulations, setting up email addresses, supporting documents for agendas, meeting recordings and the possibility of a coded lock for the County Room to protect Cllrs mail was then discussed. The implications and costs involved will be investigated and brought to a future F&GP meeting. It was noted that NALC are sourcing a Data Protection Officer.
18. NALC Guidance on Email Addresses
Noted and discussed. Cllr Barton noted NALC advised the PC it was good practice to use an email address through a secure network, and not to use personal email addresses for Parish Council business. It was agreed that further information for procedures and costs are sourced and the Chairman felt that the RBC should also provide their guidance and support.
19. Annual Parish Meeting & Civic Awards: To Consider Timelines, Format and Approve Categories
Cllr Barton suggested an additional Civic Business Award Category for 2018, as in previous years this category had not been proceeded with. Cllrs discussed this, and it was confirmed there was a PC policy not to include businesses and employees as a civic award category, but just for people who have contributed and benefitted towards Radcliffe on Trent. However, this year Cllr Barton suggested that Cllrs are more considerate and not so rigid when deciding upon the recipients for Civic Awards.
20. Correspondence - NALC: Local Government Finance Settlement (Referendum Principles)
Noted.

21. Reports from Outside Organisations

- Cllr Barton attended a 'Radfest' meeting as a PC representative last Wednesday. It was confirmed that everything is on course for the 2nd Radfest event.
- Cllr Thompson confirmed that the Residents Association are trying out afternoon meetings instead of evening ones in the winter months. The next meeting is tomorrow afternoon, 1pm at St Marys Church Hall. Any Cllrs that belong to the Residents Association Group were then asked for £2 for the annual subscription fee.
- The Chairman noted that it is important to meet with the trustees of ROTSA and speak to Redhill Academy Trust concerning the lease at Bingham Road as a matter of urgency.

22. Councillors' Reports

- Cllr Culshaw has spoken with the PC Chairman at East Leake regarding their recent press release. East Leake PC confirmed this press release was done in frustration as they strongly believe their Neighbourhood Plan is being ignored by RBC and not taken seriously enough. As Radcliffe and East Leake are currently the only areas in Rushcliffe with a Neighbourhood Plan, Cllr Culshaw believes that Radcliffe PC and East Leake PC should be mutually supportive.
- Cllr Spencer noted the dog mess conversation had already started on Social Media, and that there is no easy answer. Cllr Thorn's statement taken from the last Amenities meeting has now been added to the conversation, is on the PC website and will also be published in the next newsletter.
- Cllr Clegg noted that the return bus fare for the 'Radcliffe Villager' is increasing to £6.60 per passenger. The other Trent Barton bus running through the village is cheaper at £5.50 return.

23. Date of next meeting

Monday 19th March 2018

There being no further business, the meeting closed at 8.20pm.

Signed: ChairmanDate