

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 19 March 2018 at 7pm

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

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

Also Present: Jacki Grice (Clerk), Jacquie 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 Pam Thompson, and Cllr Graham Leigh-Browne - Approved.
2. Declarations of Interest
The Chairman declared an interest in agenda item 15 (Civic Award Nominations) and left the room during relevant consideration.
3. Minutes of the Meeting held on Monday 29 January 2018, for Approval
It was Resolved: "That the minutes are approved and signed by the Chairman".
4. Chairman's Announcements
There were no Chairman's Announcements
5. Clerk's Reports on Matters and Actions Arising from Previous Minutes
M.5: It was agreed at the last Amenities meeting on the 26th February to keep the Ride on Mower for a year to collect leaves on the Cliff Path.
M.5: Quality Status for the PC has been approved, but will not be announced publicly until the Annual Parish Meeting on the 18th April.
M.5: The Clerk has still not heard back from RBC regarding the Building Conditions Survey that is scheduled for spring.
M.11: It was also mentioned at the Amenities meeting that ROTSA are waiting for the Education Department to approve the Bingham Road Lease Application.
M.17: An email had been received from NALC stating the PC should not panic if the General Data Protection Regulation is not fully enforced by May 25th and as long as the Independent Commission Officer can see that progress is being made and that the PC are trying then this would be acceptable. It was also noted that NALC would not have a Data Protection Officer in place to meet the deadline of May 25th.
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 January 2018
Noted discussed and accepted. The Chairman noted that the PC was £560 under budget for Christmas Decorations, however in previous years this would be the deposit for the next year. This has been discussed with the Clerk and agreed the figure should be earmarked as a reserve as two new Contractors for the Village Christmas Decorations will be looked at in April. It was also noted that the Hall Manager will make the income budget target for the Grange Hall. The Chairman and Cllrs thanked the Hall Manager for all her hard work in achieving this, and noted there are now many smaller User Groups using the Hall as well as the larger parties. Cllr Budworth was pleased the Fire Equipment Training and testing of Lightening Conductors had been organised via the PC Office.
8. Income /Expenditure Figures and Payments for February 2018
Noted discussed and accepted. It was noted the Cemetery required mowing, but couldn't be done due to the recent adverse weather conditions. The three street lanterns in the Grange Grounds that are in January's payments have not been replaced due to the incorrect type of lantern being quoted for. The Office has now paid VIA upfront, however the work had still not been carried out.
9. Finance and General Purposes Committee Actual vs Budget – April 2017 – February 2018
Noted discussed and accepted. Training has doubled for PC Staff, which is unavoidable but is value for money and will benefit the PC 100%. The Chairman and Clerk agreed that the last financial year had been difficult and the Chairman thanked Sally Horn and office staff who have worked very hard and have been very prudent with the budget. It was also noted the Designated Reserves will be built back up for the next financial year.
10. Grant Applications: Young Radcliffe – Youth Sessions
Considered and discussed. The 'Young Radcliffe' organisation has been created via Radfest as some members of Radfest wanted to organise events throughout the year as well. Radfest has lent the group some funds and ROTSA has also let them use a room for free to start up. The first session was last Friday and is aimed at 11-16 year olds and is for the youth of Radcliffe. Cllrs discussed other items such as DBS checks and insurance, however all agreed Young Radcliffe was an excellent and worthwhile cause for this age group and fully supported the grant application. It was Resolved: "That the Parish Council will award a contribution of £500 towards the newly formed 'Young Radcliffe' organisation for their initial set up costs."
11. Health and Safety – Report from the Working Group
Cllr Clegg provided an update from the Health and Safety Group meeting:
 - Staff Training is progressing well
 - The PC is working to be compliant to Health & Safety Regulations
 - Following the Fire Risk Assessment, progress is being made for the Office door to be fire safe via a door guard, and for the asbestos coated County Room door to be replaced, a door guard and a digital lock to be installed, so that the room is secure. Work to apply fire strips to other doors will also take place in the coming months.
 - A Legionella report revealed the Pavilion at Wharf Lane Recreation Ground required 'flushing' and temperature records - this is now being done. As landlords the PC must be more vigilant as the facility is used by a lot of young people and adults. Weekly Records are now being kept at the Pavilion and will be completed for the future.
 - A small cold water hand basin in a mower store at Rockley Park has been discovered, and will be 'flushed' weekly. A 'not to be used for drinking water' sign will be fixed next to the hand basin.
 - The Clerk will seek further clarification next week from the NCC Risk Assessment Officer regarding the conflicting advice, as to whether the Thermostatic Mixing Valves on all the washbasins in the Grange and Grange Hall should be serviced or tested.
 - The wheelchair purchased for Grange Hall needs further discussion before its use.

- First Aid training is being done week commencing 17th April for PC staff. The Clerk is looking into the difference between a First Aid Course and First Aid at Work. It was noted that at large PC events a First Aid Group is present, for example St Johns Ambulance so the PC is covered in this aspect, however further investigations and information is required regarding First Aid / Health and Safety procedures for all PC events.
- The Periodic Electrical Testing for the PC Public toilets has been deferred until the refurbishment in the new financial year. The Periodic Electrical Testing for Wharf Lane Pavilion has already been completed.
- During the week of the heavy snow, Matt Williams attended chain-saw and felling training. The Ride on Mower training is to be confirmed and the Fire Marshall training is taking place the first week in April.

12. To Consider Corporate Email Accounts on a Secure Network

Noted and discussed. The Chairman was of the view that as there is only less than a year for the current PC to remain in office, this issue should be deferred until the election of a new PC. The Clerk confirmed however, that the PC website should be secured and encrypted immediately, to prevent hacking and unauthorised access. It was Resolved: "To defer consideration of corporate email accounts until the election of new PC members, however to secure and encrypt the PC website with immediate effect".

13. Correspondence

There was no correspondence.

14. Councillors and Outside Organisations Reports

- The Chairman convened a Leisure Hub meeting and Cllr Thompson provided a report concerning the SNA facilities. Cllrs may be aware the Sports Hall has been condemned and a new build will cost ten times more than the original estimate. The SNA are now awaiting Government approval for funding and hope to have the facility up and running by September 18. The newly built facility will have four Badminton Courts, an indoor Soccer Pitch, Basketball, Hockey, and associated changing rooms.
- Cllr Culshaw reported that the 'Friends of the Railway Station' met last Friday to work and tidy up the margin of the carpark from 10am until 1pm. On the left hand side where the footpath is, the ivy growing on the fence was stripped away so the fence can be painted. The Chairman noted the work that had been done looked good.

The Chairman to move that the press and public be excluded from the meeting during consideration of items 15 and 16 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.

15. To Consider Civic Award Nominations

This year's Civic Award Nominations were discussed and considered. All results are listed on a separate report ref: CAM 19.03.18 attached to these minutes.

16. To Consider Debtors Listing

Noted and action agreed.

Date of next meeting

Monday 11th June 2018

There being no further business, the meeting closed at 8.pm.

Signed: ChairmanDate