

Radcliffe-on-Trent Parish Council  
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on  
Monday 11 June 2018 at 7pm

Cllrs: Josephine Spencer (Chairman)  
Bill Banner (Vice Chairman) (A)  
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 (Ab)

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 Bill Banner, Cllr Pam Thompson, and Cllr Graham Leigh-Browne - Approved.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on Monday 19 March 2018, for Approval

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

4. Chairman's Announcements

Sadly there was some vandalism to the Multi-Activity Pirate Ship at the Bingham Road Play Area. The side of the ship had been kicked out and a fire had been laid out but hadn't yet been lit. Groundstaff member Matt Williams has done a sterling job of mending the damage and has put more wooden trusses to the inside, so it cannot be kicked out easily from the outside. The Chairman suggested that photos of the vandalism should be uploaded to Social Media (The Fountain) and to ask people to be vigilant. Cllr Barton requested that the Clerk should upload a simple post of the vandalism and Cllrs agreed with this.

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

M.5: It has took a while for information to come through from 'DART' regarding the Ride on Mower training. Onsite training for the two PC Groundstaff will cost £660 for the day.

M.5: The Clerk has emailed RBC again twice regarding 'piggybacking' their Building Conditions Survey, and there has still been no response. This issue was discussed at the Chairs meeting recently and the Clerk requests that it be deferred until next year.

M.8: The three street lanterns in The Grange grounds have now been repaired. Whilst the engineer was on site the NCC Engineer confirmed the electrical infrastructure needed updating. A quote for £3000 has now been received, however the Clerk is still waiting for a detailed report in support of this.

M.11: The Clerk will provide a Health & Safety Update Report at the next F&GP meeting. Jacquie Earp has done a sterling job in completing 99 COSHH Risk Assessments, these will be reviewed again in May 2019.

M.11: The PC still have yet to meet up with Radcliffe Olympic to discuss the Health & Safety Inspections at Wharf Lane Pavilion. There have been recent communication difficulties with Radcliffe Olympic, so a formal invitation letter will be now be sent out to the Chairman at Radcliffe Olympic as soon as possible.

M.12: Corporate Email Accounts for all Cllrs were considered at the last F&GP meeting and it was decided they should not be implemented until the next PC Cllr elections. There is also an issue of PC staff using personal emails, and therefore needs a complete review.

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 March 2018  
Noted discussed and accepted. Payments: The Clerk confirmed there was a standard fee for a STW connection request. Cllr Dunn asked if it was necessary for the PC to pay a separate fee to empty dog waste bins, as because part of the review for single use plastic Cllr Moore had contacted RBC and they had confirmed dog waste could also be placed in general litter bins. It was also noted RBC Cllr Upton had previously confirmed all general waste from the Rushcliffe Borough was incinerated. The Clerk and Chairman confirmed that most of the dog waste bins in Radcliffe were along Cliff Top and Wharf Lane, which are owned by the PC and on PC land. The Clerk confirmed that PC litter bins are always full and if they were also to be filled with dog waste, it would become a real issue. The Chairman also noted that there had been two burials during the heavy snow at the Cemetery. It cost £650 and seven Streetwise workers to clear the snow in the morning so the funerals could go ahead in the afternoon. Cllrs agreed it was the right thing for the PC to do and a letter from MA Mills had been sent thanking the PC for their help. Income/Expenditure: The Clerk then confirmed that even if the Accruals were agreed later in the agenda, the 'Free Reserves' would not alter, however the 'Designated Reserves' and Final Total figures are increased for Year End 17/18.
8. Income /Expenditure Figures and Payments for April 2018  
Noted discussed and accepted. Payments: Two new machines have been purchased and the Clerk noted that a fantastic difference had been made to the moss problem by the Bristle Brushes machine. Rockley Park had been recently cleared and there are different attachments for different functions. Income/Expenditure: The Chairman noted that Christmas Decorations had cost more than last year and was £1600 over budget. The Clerk then confirmed an accrual of £2000 to be spent in the forthcoming Financial Year which accounts for this figure.
9. Finance and General Purposes Committee Actual vs Budget – April 2018 – Part May 2018  
Noted discussed and accepted. The Clerk confirmed that following the Risk Assessments, the Health and Safety budget is already overspent due to the additional works required for Health & Safety compliance. Next year it should be less expensive, as all major works will have been completed (unless legislation is changed).
10. To Approve Year End 17/18 Accruals  
Noted and discussed. It was noted that £19,500 was available and that the Chairman's of PC Committees had made suggestions. Cllr Barton noted the important point was that these items had been identified from last year when deciding this year's budget and that it was easier to do this at the beginning of this year instead of at the end. The Chairman then thanked the Clerk and Sally Horn for all their hard work in producing the accounts. It was Resolved: "The F&GP Committee approved the Year End 17/18 Accruals, as set out in the attached papers."
11. Grant Applications: Radcliffe Carnival – Contribution to the Delivery of the Event  
Considered and discussed. It was noted that the PC has always contributed towards the Radcliffe Carnival Event by way of room hire and caretaking costs. The Clerk has sent two letters to the Carnival Organisers suggesting the Carnival Committee retain some of the funds raised for the next years expenses, but has not had a response. It was then agreed that Cllr Dunn will raise these issues along with copies of the letters at

the next Carnival Committee meeting. It was Resolved: "That the Parish Council will award a contribution of £350 towards the Sound System for the Radcliffe Carnival Event and will seek a meeting to discuss the letters and any other outstanding issues thereafter."

12. GDPR Policy and Procedure: To Approve and Adopt

It was Resolved: "That the following GDPR Policy and Procedures (a-e) were approved and adopted:"

- a. Privacy Notice
- b. Data Protection Policy
- c. Data Breach Policy
- d. Computer Security Policy
- e. Computer Acceptable Use Policy

Most Cllrs agreed they could not respond with all positive answers, for example it was previously resolved NOT to implement Cllrs with Corporate email accounts, and Cllrs do not use lockable boxes for PC business. Cllr Dunn noted that there was no reference to the shredding of confidential papers. The Clerk confirmed the documents would now be amended to include this reference. This is a 'work in progress' and will be updated to reflect any changes. The Clerk will review the completed Cllr checklists after completion and decide the next steps for compliance.

- f. Council Member Security Checklist: The Clerk confirmed that other PC's and Local Councils will not be compliant in this aspect, Cllrs should only provide honest answers, and that some would invariably be 'No'.

It was Resolved: "That PC Cllrs will complete the Council Member Security Checklist (f) as required."

- g. Data Retention Policy
- h. Data Map

It was Resolved: "That Cllrs note Data Retention Policy and Data Map (g-h) – currently under review."

The Chairman then thanked the Clerk for all her hard work in GDPR compliance for the PC.

13. Correspondence

There was no correspondence.

14. Councillors and Outside Organisations Reports

Cllr Barton referred to the Briefing Event planned at Rushcliffe Arena for the forthcoming 'Tour of Britain Cycle Event' and encouraged all Cllrs interested to attend the Briefing. The PC will then meet up afterwards to discuss plans to co-ordinate the whole village on the day of the Cycle Event. The Chairman also suggested this event should be publicised on the ROTPC website.

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 Approve and the Minutes of the Personnel and Wages Sub Committee Meetings Held 16 April 2018 & 24 May 2018

It was Resolved: "To approve and accept the Minutes of the Personnel and Wages Sub Committee meetings held on the 16<sup>th</sup> April 2018 and 24<sup>th</sup> May 2018."

16. To Consider Debtors Listing

Noted.

17. Date of next meeting

Monday 23<sup>rd</sup> July 2018

There being no further business, the meeting closed at 7.55pm.

Signed: Chairman ..... Date .....