

Radcliffe-on-Trent Parish Council
Finance and General Purposes Committee Meeting held in the Radcliffe Room, The Grange, on
Monday 01 October 2018 at 7pm

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| Cllrs: | Josephine Spencer (Chairman) (A) | Keith Agar (A) |
| | Bill Banner (Vice Chairman) | Graham Budworth |
| | Rod Brears | Sue Clegg |
| | Martin Culshaw | David Astill |
| | Gillian Dunn | Graham Leigh-Browne (A) |
| | David Barton | John Thorn (A) |
| | Pam Thompson | |
| | Georgia Moore | |

Also Present: Jacki Grice (Clerk), Sally Horn (Accounts Clerk) 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

Cllrs Josephine Spencer, Keith Agar, John Thorn and Graham Leigh-Browne - Approved.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on Monday 23 July 2018, for Approval

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

4. Chairman's Announcements

Correspondence had been received from the External Auditor PKF Littlejohn LLP, the Agenda item would be brought forward to enable the Accounts Clerk to answer any questions.

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

M. 5 The Health and Safety Working Group have yet to meet to undertake a review.

M. 12 No response has been received yet from Keir Construction on the Councils list of community projects that they may be able to help with as part of their 'Social Responsibility Programme,'

M. 14 The Amenities Committee has approved the request from Radfest to again use Wharf Lane Rec on 22 June 2019 for another music event.

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 July 2018

Noted and accepted.

8. Income /Expenditure Figures and Payments for August 2018

Noted and accepted.

9. Finance and General Purposes Committee Actual vs Budget – April 2018 – Part Sept 2018

Noted and accepted.

10. Grange and Grange Hall Committee Actual vs Budget – April 2018- Part Sept 2018

Noted and accepted.

11. Events Actual vs Budget – April 2018 – Part Sept 2018

Noted and accepted.

12. Resolved “To amend the order of business to consider correspondence from the External Auditor_PKF Littlejohn LLP”

13. The external auditors have advised that a change in the presentation of the Annual Return is required. The main changes are:

- The public works loan for the Skatepark redevelopment be recorded as income in the year of receipt and not held as income in advance.
- The CCLA property investment be included in the total fixed assets figure as opposed to the bank and CCLA deposit fund.

Members considered the original format and revised one and were guided through the changes by the Accounts Clerk, Sally Horn and Cllr Banner. It was noted that the monthly presentation of future figures will also change as the reserves amounts will not include the Skatepark or CCLA property Investment Fund. In order to obtain an unqualified audit, the new presentation has been submitted to PKF Littlejohn to meet the deadline date.

Resolved “ To make a recommendation to Full Council to formally sign off the new version of the Annual Return.”

14. Grant Applications: Radcliffe on Trent Advice Centre: Running Costs

Unanimously Resolved “To award a grant for this year only of £500”

The Clerk would inform the organisation that Council appreciates the work that they do and invite them to apply for a further grant next year.

15. To Consider and Approve a Recommendation from the Amenities Committee for Grange Grounds Outdoor Electrical Infrastructure Upgrade

Resolved “To approve the use of contingency funds of £3,196.62 for VIA to undertake the outdoor electrical remedial works, with the proviso that any net budget underspend from the Amenities budget 18/19 is automatically allocated back to reserves.

16. To Consider and Approve a Recommendation from the Amenities Committee for Cemetery/Churchyard Headstone Inspections

Resolved “To approve the use of contingency funds of £4,240 for Memsafe to undertake the Cemetery and Churchyard Health and Safety Memorial Inspections, with the proviso that any net budget underspend from the Amenities budget 18/19 is automatically allocated back to reserves.

17. Parish Council Policy Index: To Note & Review

Members noted all the policies that were currently in place and it was agreed to prioritise the following for review:

- Standing Orders, Code of Conduct, Child Protection and Vulnerable Adults

18. Financial Regulations Working Group Review: To Adopt New Version

Resolved “To approve adoption of the new model financial regulations, save for the following amendments”

- Insert Highways (at the end of section 11.1.a ii)
- Delete ‘ make’ (Last sentence of section 11.1 h)

19. Standing Orders: To Arrange a Working Group Meeting to Review

Cllrs Banner, Spencer and Culshaw will convene a meeting.

20. Correspondence

A letter was received from RBC thanking all for getting involved in the recent Tour of Britain Cycle event. Noted.

21. Councillors and Outside Organisations Reports

There were no reports.

22. Resolved

The Chairman to move that the press and public be excluded from the meeting during consideration of item 20 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.

23. To Approve and the Minutes of the Personnel and Wages Sub Committee Meetings Held 10 September 2018

Cllr Moore provided a brief progress report and advised that the new Resident Caretaker will start on 25 October, the sub committee is meeting again on 08 October to consider any further action on staff matters. It was **Resolved**: "To approve and accept the Minutes of the Personnel and Wages Sub Committee meeting held on the 10th September 2018."

24. Date of next meeting

Monday 26 November 2018

There being no further business, the meeting closed at 8.09pm.

Signed: ChairmanDate