



Radcliffe on Trent Parish Council

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Minutes of the Extraordinary Meeting of the Finance and General Purposes Committee held on Tuesday 22nd February 2022 at 6pm at Grange Hall

Present: Cllr Gillian Dunn (Chair), Cllr Sue Clegg, Cllr Jo Spencer, Cllr Anne Mcleod, Cllr Harry Curtis, Cllr Tracy James, Cllr Matt Douglas-Kirk, Cllr Oliver Bere, Cllr Alice Tomlinson, Cllr Phil Thomas

Also present: Karen Green (Clerk), Sally Horn (Accounts Clerk), Claire Sutcliffe (Parish Council Administrator), Cllr Richard Clarke, NCC/RBC Cllr Roger Upton and no members of the public

Via Zoom: Cllr David Graham (from 6.07pm), Cllr Lorraine Foster (from 6.51pm)

1. Apologies for Absence

Cllr Ian Rhodes, Cllr Shaun Moroney, Cllr Irene Dovey, Cllr Martin Davis - **approved**

2. Declarations of Interest

None received.

3. Open Session for Members of the Public to Raise Matters of Council Business – limited to 15 minutes

No members of the public present.

4. Minutes of the Finance and General Purposes Meeting held on 11.1.22 for Approval

Proposal: "That the minutes were approved as an accurate record and signed by the Chairman."

Approved unanimously.

5. Chairman's Announcements

Chair confirmed she has no announcements.

6. Clerk's Report on Previous Minutes

An audit of tools is being undertaken - **noted**

7. Proposal to approve quote received for tree works to clear viewing areas at Cliff Top

Quote of £1,250 - £1,350 received for clearing viewing areas 1, 2 and 3 which is approximately 3 days work. No felling of larger trees growing from lily pond level will be undertaken. The small growth in the foreground would be removed for each area. For area 1, one tree near the fence would be removed and a large branch that goes over the standing area and for areas 2 and 3 any ivy growing on big trees will also be killed. Doing this work would make a huge

difference and mean the views could be enjoyed from a sitting position. The work can start as soon as possible, before Spring and the bird nesting season.

Proposal: To accept the quote and undertake the work for clearing all 3 viewing areas.
Agreed unanimously

8. Proposal to accept the agreement with Royston and Lund for the letting of Rockley Bungalow and agree a rental of £950 per month

The maintenance of the property is mostly up to date but there are a few small issues that need to be rectified before a tenant moves in. Also, as a responsible landlord we need to support a reduction in energy and work with the agent to ensure the EPC is at least a C rating if it is not already. There is an existing reserve of £2675 created to cover any such items. There is an agreed policy to increase this reserve each year end from the bungalow surplus. A minimum 12-month contract is preferred otherwise there could be a loss of rental income whilst another tenant is sought. 2 months of no rental income is accounted for in the annual budget. The monthly rent was £895 so proposing an increase of £55 per month.

Proposal: To accept the agreement with Royston and Lund for the letting of Rockley Bungalow and agree a monthly rent of £950.
Agreed unanimously.

9. Proposal to approve quote received from Urban Imprint to continue the review of the Neighbourhood Plan

The cost and scope of the plan have been revised to account for inflation since the original plan was drafted in November 2019. Stage 1 was completed and issued in July 2020. The quoted costs are: - Stage 1 - £450/Stage 2 £1,125/Stage 3 £1,125 totalling £2,700 plus VAT. There is £2,000 provided to cover this in the current budget so it was proposed this should be used and the surplus amount should come from free reserves.

Proposal: To approve the quote received from Urban Imprint to continue the review of the Neighbourhood Plan.
Agreed unanimously.

10. Proposal to approve use of remaining Welcome Back fund to purchase movable planters and plants

The remaining amount of £3,500 has to be spent by 31st March 2022. Proposed to spend approx. £1,738 on 5 planters pre-stained in light oak and compost. Any remaining grant will be spent on annual plants.

Proposal: To use the remaining fund to purchase 5 pre-stained movable planters, annual plants and compost.
Agreed unanimously.

11. Proposal to approve monies from Covid Designated Reserve for The Grange and Grange Hall internal maintenance budget including lighting

It was proposed that £10,000 of the current £20,000 Covid Designated Reserve should be transferred into a Designated Reserve for The Grange and Grange Hall refurbishments. The original reserve was set up to cover any future losses due to Covid. Quotes are currently being procured for a range of necessary works.

Cllr Spencer suggested there should be a sub-committee of the Amenities Committee to include the Hall Manager which could meet once every 6 weeks and consider the maintenance requirements of The Grange and Grange Hall specifically.

Proposal: To transfer £10,000 from the Covid Designated Reserve to create a Designated Reserve for The Grange and Grange Hall refurbishments.

Agreed unanimously.

12. Proposal to approve quote received for fitting opening windows in The Grange

A quote for £910 plus VAT has been obtained. This is to replace two panels of the back window in The Radcliffe Room that don't currently open. It is felt this is necessary in order to provide adequate ventilation for people using the rooms.

Proposal: To accept the quote of £910 plus VAT for replacement windows which open.

Agreed - Vote - 9 for/1 abstention

Cllr Douglas-Kirk left the meeting.

13. Proposal to have a conditions survey on Wharf Lane Pavilion and update contract with football club

A conditions survey is likely to cost around £2,500. It was felt that it wouldn't make financial sense to do this. Two quotes have been obtained to replace the fascias so it would be better to put that money towards this cost. The football club pays £400 per year for the lease of the pavilion. It was suggested to add a proviso to the lease to relinquish responsibility of the current condition.

Proposal: To add a proviso to the contract that relinquishes liability for them so they can confidently sign the lease.

Agreed - Vote - 8 for/1 abstention

14. Proposal to agree sum for project to replace the flower bed in the centre of Rockley Park as it is failing

This agenda point was referred to the Amenities Committee.

15. Proposal to approve quotes for CPR training events

The training would cost approx. £115 per session assuming free use of Grange Hall. Cllr Clegg expressed concerns around the event having no hire fee as it may set a precedent for similar ventures to request this. It was agreed that it is not an *event* but rather a service being provided by the Parish Council for the benefit of the public so this differentiates it.

Proposed: To hold CPR training sessions twice per year at an approx. cost of £115.

Agreed Vote – 7 for/1 against/1 abstention

16. Date of next Finance and General Purposes Meeting: Tuesday 8th March 2022

Meeting Closed at 7.14pm

I declare that the above is a true record of the meeting

Signed

Date

Chair

Radcliffe on Trent Parish Council