



Radcliffe on Trent Parish Council

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Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 28th June 2022 at 7pm at The Grange

Present: Cllr Gillian Dunn (Chair), Cllr Phil Thomas (Vice Chair), Cllr Sue Clegg, Cllr Jo Spencer, Cllr Harry Curtis, Cllr Oliver Bere, Cllr Shaun Moroney, Cllr Irene Dovey, Cllr Ian Rhodes.

Also present: Sally Horn (Acting Clerk), Claire Sutcliffe (Parish Council Administrator), RBC Abby Brennan and 0 members of the public.

1. Apologies for Absence

Cllr Anne McLeod, Cllr Tracy James, Cllr Alice Tomlinson, Cllr Matt Douglas-Kirk, Cllr David Graham, Karen Green and NCC/RBC Cllr Roger Upton – **Approved.**

2. Declarations of Interest

Cllr Curtis declared an interest in item 10 as he is a member of the Carnival Committee so he will abstain from voting on this matter.

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. Proposal to approve the Minutes of the Finance and General Purposes Meeting held on 3rd May 2022

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

Vote: 8 For and 1 Abstention.

5. Chairman's Announcements

Nothing to report.

6. Clerk's Report on Previous Minutes

Item 13 'Proposal to accept quote for new office WIFI phones' from the previous minutes on 03.05.22 was discussed as there have been some changes in the overall cost due to recent staff changes and a clearer picture of what is now required. This was not added to tonight's

agenda in time so cannot be discussed in more detail so Cllr Dunn requested that this be added to the next Finance and General Purposes meeting agenda in which she would like the full cost implications detailing and a clear picture of how much over budget it will go and where the extra money will come from to pay the difference. The change will still take place as scheduled on Friday 15th July.

7. Proposal to approve Income/Expenditure figures and payments April and May 2022

Discussion took place around potentially emailing payslips to Parish Council employees rather than giving paper copies that need to be paid for. Cllr Spencer asked that this be added to the next agenda to be discussed in more detail.

Councillors would like to see more detailed information regarding the expected income from the hire of Grange Hall and The Grange so requested this be added to the next Amenities meeting agenda for further discussion.

Cllr Dunn discussed that a defined written process for chasing bad debt needs to be drafted as there is currently no clear escalation policy. She requested this be added to the next Finance and General Purposes meeting agenda and that the Clerk pick this up when she is back in the office.

Proposal: To approve the Income and Expenditure figures and payments for April and May 2022.

Vote: Approved unanimously.

8. Bank reconciliation May 2022

The reconciliation documents were distributed to all councillors by the Clerk however, they should have only gone to the Finance Chair and Vice Chair. Cllr Thomas requested that this be recorded in the minutes.

Cllr Dunn indicated that the bank reconciliation information for May 2022 has been noted.

9. Proposal to accept the Councillors Audit Report May/June 2022

Proposal: To accept the Councillors Audit Report for May and June 2022.

Vote: Approved unanimously.

10. Proposal to accept the Grant Application for £350 from ROT Charity Carnival

Cllr Dunn received a request from a previous grant applicant for the grant policy to be more visible so she has asked the Parish Council office to add this to the website and also that when someone requests an application form that the policy is sent to them at the same time. Cllr Bere said that it is already on the website but that he would like to work with the office on making the form more user friendly. Cllr Spencer suggested that as the office staff are increasingly busy currently, that Cllr Bere draft the proposed changes and send it to the office for approval which he agreed to do before the next meeting. Cllr Dunn will respond to the previous applicant to let him know.

Proposal: To accept the grant application for £350 from the ROT Charity Carnival.

Vote: 8 For and 1 Abstention.

11. Proposal to accept the quote for refurb and repair of the stored Christmas lights

Cllr Dunn requested that this item be referred back to the Clerk and then onto the Amenities Committee as she doesn't feel that it should have been on this agenda and the quote is also out of date now.

12. Proposal to change the meeting schedule for Finance and General Purposes for the current year

Cllr Dunn recognises that she has made comments recently that there is too long a gap between one Finance meeting and the next in order to make timely decisions but she was not aware it would be on this agenda so has not produced a proposed new schedule and now thinks it is probably too late for this calendar year anyway.

An extraordinary meeting would be called if needed but there is a consensus amongst all the present councillors that this needs to be reviewed before next year's meeting schedule is produced and there are a number of things to factor in such as staff availability.

Cllr Dunn asked for this to be deferred to a Chair's meeting for further discussion.

13. Report of IT system comparison

This information was noted.

14. Proposal to join the NCC Lengthsman scheme

Proposal: That Radcliffe on Trent Parish Council **do not** join the Nottinghamshire County Council Lengthsman scheme.

Vote: Approved unanimously.

15. ROTPC.COM Review Proposal

Cllr Moroney has a proposal to improve the website because currently it is very difficult to market the Parish Councils events because the system is so limited in its capability. He was advised to bring this before the Finance and General Purposes Committee for approval as it doesn't sit with Amenities however, it was agreed that it should actually go to the IT Working Group for consideration.

Cllr Davis is the lead of the IT Group so Cllr Moroney should send the proposal to him explaining that the Events Working Group needs a more modern website that is easy to maintain and update content on. The current IT programmer used by the Parish Council, should be involved but if he's not able to meet the desired future requirements then it is acceptable to look elsewhere. Cllr Davis will bring this to the next Finance meeting.

16. Proposal to renew membership to Rural Community Action Nottinghamshire (RCAN) for £95 for 1 year

Proposal: That Radcliffe on Trent Parish Council **do not** renew their membership to Rural Community Action Nottinghamshire.

Vote: Approved unanimously.

17. Reports from Working Groups

a) **Audit**

Covered at agenda item 9.

b) **PR**

Nothing to report.

c) **IT**

Covered at agenda item 15.

d) **Health and Safety**

Nothing to report.

18. Correspondence

None.

The chairman to move that the press and public be excluded from the meeting during consideration of items 19-21 and 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

Sally Horn, Claire Sutcliffe and Cllr Brennan left the meeting at 8.05pm.

19. Proposal to approve the Minutes of the Personnel Sub-Committee 1st June 2022

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

Vote:

20. Proposal to accept the Proposals of the Personnel Sub-Committee

21. Proposal to approve the responses and proposals from the staff meeting held on 14th June 2022

22. Date of next Finance and General Purposes Meeting: Tuesday 6th September 2022 at 7pm

Meeting Closed at 8.45pm

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

Signed

Date

Chair

Radcliffe on Trent Parish Council