



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

116/23

Minutes of the Finance and General Purposes Committee meeting held on 20th June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Phil Thomas (Chair)	Cllr Gillian Dunn (Vice Chair)	Cllr Anne McLeod
Cllr Irene Dovey	Cllr Oli Bere	Cllr Tracy James

Members Absent:

Cllr Sue Clegg		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	1 member of public
-----------------------------	------------------------------	--------------------

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total.	1 member of the public, wished to view a council meeting as considering to apply for Parish Council through co-option.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Please see the Standing Orders 3 d-n for details.			
	Welcome by the chair of the committee.	Welcome to members of the public and committee members.		
FGP24/014	To note apologies for absence.	Cllr Sue Clegg – accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/015	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Anne McLeod – item FGP24/024		Localism Act 2011, s31.
FGP24/016	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
FGP24/017	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The committee resolved to exclude public and press for item FGP24/31.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/018	To receive the minutes of the previous Radcliffe-on-Trent Parish Finance and General Purposes Committee meeting(s) and resolve	The committee unanimously resolved to sign the minutes of Finance and General Purposes Committee meeting Tuesday 30		Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 30 May 2023.	May 2023 as a true record of that meeting..		
FGP24/019	To receive a verbal progress report by the clerk on action points from the last meeting.	AGAR has been submitted to the External Auditor, posted to the website and on noticeboards in the Grange Hall and in the village.		
FGP24/020	To receive and approve the payments listings for April and May 2023. Paper B	Discussed at length – it was suggested that the clerk check if any of the call out fees for security is recuperable from those who fitting the new meter. It was also noted that 2 monitors were purchased when there was fault but IT were able to fix older ones. Proposed to approve payment listings by Cllr McLeod Seconded by Cllr O Bere Unanimously approved.	Clerk to check if security call out fees are recuperable.	
FGP24/021	To receive and note the summary and detailed income and expenditure reports for April and May 2023. Paper C	Election fund budget discussed at length. The Clerk recommended to wait until the council had been billed for this year’s election process before considering what to do with this budget heading.	Clerk/RFO to propose suitable virements at an appropriate time.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		The committee noted the summary and detailed income and expenditure reports for April and May 2023..		
FGP24/022	To receive and note the balance sheets for April and May 2023. Paper D	The committee noted the balance sheets for April and May 2023.		
FGP24/023	To receive and note the summary and detailed forecast for council income and expenditure. Paper E	The committee noted the summary and detailed forecast for council income and expenditure.		
FGP24/024	To consider and application for the free room hire from the Jefferey Limmer Trust. Paper F	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously resolved to approve free room hire for the Jefferey Limmer Trust for its quarterly meetings.	Clerk/RFO to look into effective way of accounting for cost of free room hire.	
FGP24/025	To consider a grant application by The Radcliffe on Trent Charity Carnival for £250. Paper G	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously resolved to approve the grant application for £250 subject to sponsorship recognition.	Clerk to respond and request recognition for use of facilities and grant.	
FGP24/026	To consider a proposal by Cllr O Bere a) To register The Manvers Arms as an Asset of Community Value (ACV) under the	Cllr Bere withdrew proposal a). Following a detailed discussion, Cllr Bere amended his proposal, seconded by Cllr Thomas. The Committee resolved to express an interest in purchasing the	Clerk to write to Star Brewery to express an interest in purchasing the Manvers Pub. Clerk to investigate how to meet the pre-requisites	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>appropriate legislation as soon as possible.</p> <p>b) To apply for funding for The Parish Council to acquire The Manvers Arms to run as a Community Pub prior to the deadline of 12th July 2023.</p> <p>Paper H</p>	<p>building to the owner and further investigate the options under the Community Ownership Fund in time to meet one of the later quarterly deadlines.</p>	<p>of "expression of Interest" under the Community Ownership fund.</p>	
FGP24/027	<p>To receive and note the bank reconciliation to the 31 May 2023 – to follow.</p>	<p>Noted.</p>	<p>Clarification from clerk, for more understandable format.</p>	
FGP24/028	<p>To receive and consider recommendation from Amenities Committee to release "further funds for tree work from reserves or to leave to emergency funds".</p> <p>Paper I</p>	<p>This committee to release further funds to amenities for necessary tree work. Proposed by Cllr Bere Seconded by Cllr Dunn unanimous</p> <p>Approved.</p>		
FGP24/029	<p>To consider the current bank signatories and any changes.</p> <p>a) Remove any previous members and staff</p> <p>b) Add the current Clerk/RFO</p> <p>c) Add a total of five members</p> <p>Paper J</p>	<p>The committee resolved to:</p> <p>a) Remove all former employees and members as signatories from all bank mandates, namely NatWest Bank and CCLA: .</p> <p>b) Proposed by Cllr Thomas Seconded by Cllr Dunn the committee unanimously resolved to add the clerk Belina Boyer as signatory to all bank and finance accounts.</p>	<p>Accounts Clerk to prepare relevant paperwork to remove and add signatories.</p>	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		c) The committee unanimously resolved to add Cllrs McLeod and Dovey to the existing list of member signatories which are Cllrs Clegg, Dunn and Thomas.		
FGP24/030	To receive and note the draft minutes of the Personnel Sub-Committee held 14/06/2023. Paper K	The committee noted the minutes of the . Personnel Sub-Committee held 14/06/2023.		
FGP24/031	To consider and approve the recommendations of the personnel committee held 14/06/2023 Exclusion of public and press recommended due to the personal items under consideration. Paper L	The committee resolved to offer the administrator an increase in working hours to 25 hours per week for four months effective from July 2023 and to review this temporary arrangement after three months. (P&W24/006) The Committee resolved to pay a one -off honorarium payment to members of staff who took on additional duties up and beyond the duties described in the job description of their accepted post. The Committee resolved to pay an honorarium to make up the difference in pay from October 2022-the end of April 2023	Clerk/RFO to write to members of staff and instruct accounts clerk for payroll purposes..	Local Government Act 1972, s. 112

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		<p>a) For the administrator between SCP 6 and 7 respectively and SCP 13</p> <p>b) The Accounts Clerk between the current SCP and SPC 25. (P&W007)</p> <p>The committee resolved to offer the clerk/RFO an increase in working hours to 35 hours per week to accommodate the review of all council procedures and policies and to facilitate the execution of various projects effective from July This arrangement would be reviewed in November. (P&W009).</p>		
FGP24/032	To timetable a Terms of Reference workshop for all members and committees in July.	Deferred to Full Council.	Clerk to add to agenda..	
FGP24/033	To consider and approve training and personal development for staff and councillors.	<p>The report had not been available at the meeting.</p> <p>The clerk was asked to bring a training schedule to the next meeting.</p>	Clerk to send out online course information to councillors.	
FGP24/034	To receive any items for notification to be included on a	<ul style="list-style-type: none"> • Trial new format of financial information for next meeting. 		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	future agenda – for information only	<ul style="list-style-type: none"> • Cllr Dunn sends apologies for next meeting. 		
FGP24/035	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 18 July 2023 at 19.00.	Noted.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting