



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

154/23

Minutes of the Finance and General Purposes Committee meeting held on 18th July 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Phil Thomas (Chair)	Cllr Anne McLeod	
Cllr Irene Dovey	Cllr Oli Bere	

Members Absent:

Cllr Sue Clegg	Gillian Dunn (Vice Chair)	Cllr Tracy James

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
-----------------------------	------------------------------	--

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. Please see the Standing Orders 3 d-n for details.	There were none present.		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
	Welcome by the chair of the committee.			
FGP24/036	To note apologies for absence.	Cllr T James, Cllr S Clegg and Cllr G Dunn – accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/037	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
FGP24/038	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.
FGP24/039	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.	None		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/040	To receive the minutes of the previous Radcliffe-on-Trent Parish Finance and General Purposes Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 20 June 2023	The clerk apologized for an omission in the submitted draft minutes and presented an updated version. Proposed by Cllr O Bere, seconded by Cllr McLeod the committee unanimously resolved to sign the updated minutes of Finance and General Purposes	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		Committee Meeting Tuesday 20 th June 2023 as a true record of that meeting.		
FGP24/041	To receive a verbal progress report by the clerk on action points from the last meeting			
FGP24/042	To receive and approve the payments listings for June 2023. Paper B	The committee resolved to approve the payments listings for June 2023, proposed by Cllr McLeod Seconded by Cllr Dovey unanimously agreed.	Chair statement to be made to highlight some payments made in the benefit of the community – Chair of Parish Council/Clerk	
FGP24/043	To receive and note the summary and detailed income and expenditure reports for June 2023. Paper C	The committee noted the income and expenditure reports for June 2023.	Clarification required about how much the election was and how much should be placed in the election pot.	
FGP24/044	To receive and note the balance sheet for June 2023. Paper D	The committee noted the balance sheet for June 2023.	Accounts clerk to clarify the skatepark fixed assets amount.	
FGP24/045	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	Chair of Parish Council, Clerk and accounts clerk to have a meeting regarding free reserves and accruals. A working group to be formed for Christmas lights.	
	To receive and note the bank reconciliation to the 30 June 2023	The committee noted the bank reconciliation up to June 2023.		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Paper F			
FGP24/046	To receive and note the draft minutes of the Personnel Sub-Committee held 10/07/2023. Paper G – To be tabled	The committee noted the draft minutes of the Personnel sub-committee held on 10 th July 2023.		
FGP24/047	To consider and approve the recommendations of the personnel committee held 10/07/2023 a) To recommend to F&GP to allow appraisals to be conducted within paid overtime at a rate of up to two hours per appraisee if it cannot otherwise be accommodated within the working week. b) To recommend to F&GP to increase weekly hours for the third caretaker post to 16 if required to fill the post and release any additional funds from general reserves if the additional expenditure cannot otherwise be covered within the current budget. Paper H – To be tabled	Proposed by Cllr Bere seconded by Cllr McLeod, the committee unanimously resolved to a) allow appraisals to be conducted within paid overtime at a rate of up to two hours per appraisee and b) to increase the weekly hours for the third caretaker post to 16 hours if required to fill the post and release any additional funds from general reserves if additional expenditure cannot otherwise be covered within the current budget.		
FGP24/048	To consider a proposal by Cllr O Bere waiving the daily pitch fee for	Proposed by Cllr Bere seconded by Cllr Dovey, the committee unanimously resolved to waive		Localism Act 2011, s1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	a pop-up business in the recreation ground. Paper I	the daily pitch fee for a pop-up business in the recreation ground.		
FGP24/049	To consider subscribing to Parish Online at a heavily discounted rate to allow for the detailed mapping of assets and creation of various mapping layers. Paper J.	Proposed by Cllr Thomas Seconded by Cllr Bere, the committee unanimously resolved to subscribe to Parish Online.		Localism Act 2011, s1-8
FGP24/050	To consider recommendation from Amenities Committee to release expenditure above budget for the following projects: a) Temporary toilet facilities at the recreation ground to include servicing 3 times per week b) Purchase and installation of three wooden benches with back rests c) The installation of a stainless steel column tap d) To release funding for a professional survey and condition report from the leisure development designated reserve Paper K – to be tabled	The committee resolved to release expenditure above budget for: A) Temporary toilet facilities at the recreation ground up to £650 B) Purchase of benches within existing budget C) Installation of a stainless steel column tap within existing budget D) Release of funding for a professional survey and condition report from leisure development designated reserves which is delegated to the clerk for up to £2500. These items were proposed by Cllr McLeod seconded by Cllr Dovey and unanimously agreed.		Localism Act 2011, s1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/051	To consider approval of councillor training. Paper M	The committee resolved unanimously to approve councillor training.		Localism Act 2011, s1-8
FGP24/052	To consider supporting the Community Speedwatch Scheme to a cost of approximately £450. Paper N	The committee resolved not to support the Community Speedwatch Scheme, this was proposed by Cllr McLeod, Seconded by Cllr Bere 3 agreed 1 against.		Localism Act 2011, s1-8
FGP24/053	To consider re-adopting the Council's Strategic Risk Register. Paper O	Proposed by Cllr Bere seconded by Cllr Dovey, the committee unanimously resolved to re-adopt the Council's Strategic Risk Register.		Local Government Act 1972, s. 112
FGP24/054	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Clarification of the election fund. • Fixed asset register • Identification of items for disposal 		
FGP24/055	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 26 September 2023 at 19.00.	The committee noted that the next Finance and General Purposes Committee meeting is on Tuesday 26 th September 2023 at 19.00.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 8.45pm

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

Presiding chair of approving meeting