



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
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200/23

Minutes of the Finance and General Purposes Committee meeting held on 26th September 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Gillian Dunn (Vice Chair)	Cllr Anne McLeod	
Cllr Irene Dovey	Cllr Oli Bere	
Cllr Sue Clegg	Cllr Tracy James	

Members Absent:

Cllr Phil Thomas (Chair)		
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Non voting Members Present:

Cllr Alice Tomlinson	Cllr Matt Douglas	Cllr Oliver Furniss
Cllr Anne Mackenzie (arrived late)		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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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	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


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	maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
	Welcome by the chair of the committee.			
FGP24/056	To note apologies for absence.	Cllr P Thomas – accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/057	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
FGP24/058	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.
FGP24/059	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.	N/A		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/060	To receive the minutes of the previous Radcliffe-on-Trent Parish Council Finance and General Purposes Committee meeting(s) and resolve to sign these as a true record of the meeting(s).	Proposed by Cllr O McLeod, seconded by Cllr Dunn the committee unanimously resolved to sign the minutes of Finance and General Purposes Committee	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).

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	Paper A – Finance and General Purposes Committee meeting Tuesday 18 July 2023	Meeting Tuesday 18 th July 2023 as a true record of that meeting. It was noted that for item FGP24/045 a meeting is to be held with the Chair of F& GP not the Chair of Parish Council.		
FGP24/061	To receive a verbal progress report by the clerk on action points from the last meeting.	The Clerk gave a verbal progress report on action points from the last minute which included, that she does not know what the fixed asset amount is for the Skatepark, Accounts Clerk to confirm. Quotes have been received regarding the Christmas Street lights which has a small increase to just over £4000. Also, had a quote for further lights in the Grange grounds with installation again around £4000, this does not include the magnolia lights or lights on the building. These still come in on budget. Application for the streetlights will be sent to NCC for lights to be booked, to go to GGH agenda. The Christmas Fair meeting is on Wednesday 27 th September at 7pm.	Christmas lights for GGH agenda.	
FGP24/062	To receive and consider the External Auditor's report and any	The committee resolved to recommend that a 2-step		

C.E.D.

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	action resulting from it and resolve to recommend such action to Full Council. Paper B	checking system for next years external audit report. This was proposed by Cllr O Bere and seconded by Cllr McLeod and unanimously agreed.		
FGP24/063	To consider the in a procedure to appoint an internal auditor for 2023-24 financial year Paper C	The committee discussed at length and resolved to start the process of defining terms of engagement, obtaining quotes and appoint an internal auditor before the completion of budget setting.		
FGP24/064	To receive and approve the payments listings for July and August 2023. Paper D	The committee unanimously resolved to approve the payments listings for July and August 2023.		
FGP24/065	To receive and note the summary and detailed income and expenditure reports for July and August 2023. Paper E	The committee noted the income and expenditure reports for July and August 2023.		
FG24/066	To receive and note the balance sheet for July and August 2023. Paper F	The committee noted the balance sheet for July 2023. August balance sheet not presented to the committee.	The committee requested the Clerk to check why the Skatepark fixed asset amount went down from £10,000 to £9,000 and what this money is for.	
FGP24/067	To receive and note the summary and detailed forecast for council income and expenditure.	The committee discussed at length and noted the summary		




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	Paper G	and detailed forecast for the council income and expenditure.		
FGP24/068	To receive and note the bank reconciliation to the 31 August 2023 Paper H	This item was not received in time for this meeting.		
FGP24/069	To receive and note the draft minutes of the Personnel Sub-Committee held 14 August 2023 Paper G	This item was not received in time for this meeting.		Localism Act 2011, s1-8
FGP24/070	Terms of reference <ul style="list-style-type: none"> • Budget Working Group • Internal Control Working Group Paper H	The committee resolved to create the following working groups. <ul style="list-style-type: none"> • Internal control working group • Budget working group – this is to include the following people – <ul style="list-style-type: none"> ○ The Chair of the PC ○ The Vice Chair or the PC ○ The Chair of F & GP ○ The Vice Chair of F&GP ○ RFO ○ Accounts Clerk. This was proposed by Cllr Dunn and seconded by Cllr McLeod and unanimously agreed		Localism Act 2011, s1-8
FGP24/071	Election Budget head – what to do with the money	The committee resolved to defer this item to a later meeting.		Localism Act 2011, s1-8

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	Paper I			
FGP24/072	To receive initial quotes to repoint Grange gable wall and paint with water vapour permeable paint, release the necessary funds from reserves if required and delegate the appointment of a suitable contractor to the clerk. Paper J	The committee resolved to delegate the appointment of a suitable contractor to the clerk for the repointing of the Grange gable wall and paint with water vapour permeable paint. This was unanimously agreed.		Localism Act 2011, s1-8
FGP24/073	To consider recommendation from Amenities Committee to release expenditure above budget for the following projects: a) Routine Tree works b) To consider the release of funds from general reserves for CCTV on the Recreation Ground and Rockley Park up to £1000 overall cost. Paper K	The committee resolved to release expenditure above the budget for the following projects:- a) Routine tree work and b) To release funds from general reserves for CCTV on the recreation ground and Rockley park up to £1000 overall cost, decision of where to play delegated to the clerk. This was proposed by Cllr Dunn, seconded by Cllr Clegg and unanimously agreed.		Localism Act 2011, s1-8
FGP24/074	To consider setting a deadline for all committees to their budgetary requirements and present them to the Clerk by 16 November in time for F&GP 28 November.	The committee resolved to set a deadline for all committees to present their budgetary requirements to the Clerk by 16 th November, this was unanimously agreed.		Local Government Act 1972, s. 112
FGP24/075	To consider calling an extraordinary F&GP meeting 19 December to	The committee resolved to call an extraordinary F & GP meeting		

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	finalise the budget recommendation to Full Council on 23 January. Paper L	on 19 th December to finalise the budget recommendation to go to Full Council on 23 rd January, this was unanimously agreed. It was noted that Cllr Clegg gave her apologies for this date.		
FGP24/076	To consider how D-Day anniversary would be remembered and whether D-Day event require additional budget provision/spend election fund. Paper M	The committee requested that this item be deferred to a later meeting. The committee noted that an idea for this could be picnic in the park on 2 nd June or 9 th June		Local Government Act 1972, Sch 12, p10 (2)(a)
FGP24/077	To consider a request to by a local group to use the Radcliffe Room free of charge for their AGM.	The committee resolved to grant a local group the use of the Radcliffe Room free of charge for their AGM. This was proposed by Cllr Clegg, seconded by Cllr Dovey and unanimously agreed.		
FGP24/078	To receive any items for notification to be included on a future agenda – for information only	D-Day anniversary Election budget		
FGP24/079	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 24 th October 2023 at 19.00.	The committee noted the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday 24 th October 2023		

The meeting closed at 8.12pm

Signed as a true record of the Meeting:  Dated 24 10 23

Presiding chair of approving meeting

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