



## 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

237/23

# Minutes of the Finance and General Purposes Committee meeting held on 24 October 2023 2023 at 7pm in the Trent Room, The Grange Radcliffe on Trent

### Members Present:

Cllr Sue Clegg	Cllr Anne McLeod	
Cllr Irene Dovey	Cllr Oli Bere	
Gillian Dunn (Chairing)	<i>cllr Oliver furniss</i>	

### Members Absent:

		Cllr Tracy James
Cllr Phil Thomas (Chair)	Cllr Alice Tomlinson	

### In attendance:-

Belina Boyer (Parish Clerk)		
-----------------------------	--	--

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.	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
	Please see the Standing Orders 3 d- n for details.			
	Welcome by the chair of the committee.			
FGP24/080	To note apologies for absence.	Cllr T James, Cllr A Tomlinson and Cllr P Thomas– accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/081	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
FGP24/082	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.
FGP24/083	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)
FGP24/084	To receive the minutes of the previous Radcliffe-on-Trent Parish Council Finance and General Purposes Committee meeting(s)	The committee <b>resolved</b> to <b>approve</b> the minutes of the Finance and General Purposes Committee 26 September 2023	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).



Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	and resolve to sign these as a true record of the meeting(s). <b>Paper A</b> – Finance and General Purposes Committee meeting Tuesday 26 September 2023	and to <b>sign</b> these as a true record.		
FGP24/085	To receive a verbal progress report by the clerk on action points from the last meeting.	The clerk gave a brief update on actions from the last meeting.		
FGP24/086	To receive and <b>approve</b> the payments listings for September 2023. <b>Paper B</b>	The committee unanimously <b>resolved</b> to <b>approve</b> the payments listings for September 2023.		
FGP24/087	To receive and <b>note</b> the summary and detailed income and expenditure reports for September 2023. <b>Paper C</b>	The committee <b>noted</b> the income and expenditure reports for September 2023.		
FGP24/088	To receive and <b>note</b> the balance sheet for September 2023. <b>Paper D</b>	The committee <b>noted</b> the balance sheet for September 2023. The Chair explained that the Skate Park fixed asset amount related to the PWL repayments for the project.		
FGP24/089	To receive and <b>note</b> the summary and detailed forecast for council income and expenditure. <b>Paper E</b>	The committee <b>noted</b> the summary and detailed forecast for council income and expenditure.		



Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/090	To <b>receive and note</b> the bank reconciliation to the 30 September 2023 <b>Paper F</b>	The committee <b>noted</b> the bank reconciliation up to September 2023.		
FGP24/091	To receive and note the draft minutes of the Personnel Sub-Committee held 14 August 2023 <b>Paper G</b>	The committee <b>noted</b> the draft minutes of the Personnel sub-committee held on 14 August 2023.	Admin Assistant to publish.	
FGP24/092	To consider the Terms of Reference for the committee's working groups for adoption <ul style="list-style-type: none"> <li>• Internal Control Working Group and determine its membership</li> <li>• Budget Working Group</li> </ul> <b>Paper H – to be tabled</b>	Following some intense debate the committee <b>resolved</b> to adopt the Terms of Reference for the committee's working groups: <ol style="list-style-type: none"> <li>Internal Control Working Group with membership as proposed</li> <li>Budget Working Group with membership as proposed</li> </ol>	Parish Clerk to circulate and publish.	
FGP24/093	To <b>consider</b> 2024/25 budget requirements for this committee . <b>Paper I</b>	The committee unanimously <b>resolved to approve</b> the first draft budget requirements for this committee as presented.	Clerk/RFO to incorporate into budget proposal for whole council to next meeting.	Localism Act 2011, s1-8
FGP24/094	To consider moving all but £5000 from the elections designated reserve to general reserves. <b>Paper J</b>	The committee <b>resolved to vire</b> all but £5000 from the elections designated reserves to general reserves.	Accounts clerk to make the necessary changes.	Localism Act 2011, s1-8
FGP24/095	To consider releasing funds held in accruals for improvements at the Recreation Ground and creating a	Deferred to next meeting.		Localism Act 2011, s1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	designated reserve for Recreation Ground and Skatepark improvements <b>Paper K – to be tabled</b>			
FGP24/096	To <b>consider</b> the following grant requests: a) Use of uncharged room for AGM request from Radcliffe-on-Trent Preschool Playgroup. b) Grant application from 4 <sup>th</sup> Radcliffe on Trent Guides <b>Paper L</b>	The committee <b>resolved</b> to <b>approve</b> the following grant requests: a) Use of uncharged room for AGM request from Radcliffe-on-Trent Preschool Playgroup. b) Grant application from 4 <sup>th</sup> Radcliffe on Trent Guides The committee awarded 4 <sup>th</sup> Radcliffe on Trent Guides £300 towards the cost of their bus.	Clerk to inform Accounts Clerk and Hall Manager.	Localism Act 2011, s1-8
FGP24/097	To <b>consider</b> an Internal Financial Controls checklist and nominate a member of the committee to carry out the checks. <b>Paper M</b>	The committee <b>resolved</b> approve the quarterly Internal Financial Controls and to appoint Cllr Dovey to carry out the checks.	Cllr Dovey to make appointment with accounts clerk to carry out relevant checks on a quarterly basis.	
FGP24/098	To <b>receive</b> any items for notification to be included on a future agenda – for information only	Proposed by Cllr Bere seconded by Cllr Dovey, the committee unanimously <b>resolved</b> to re-adopt the Council's Strategic Risk Register.		Local Government Act 1972, s. 112
FGP24/099	To <b>note</b> the date and time of the next scheduled Finance and General Purposes Committee meeting as	<ul style="list-style-type: none"> <li>• Deferred items FGP24/095</li> <li>• D- Day</li> </ul>		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Tuesday, 28 <sup>th</sup> November 2023 at 19.00.			

The meeting closed at 19.55pm

Signed as a true record of the Meeting:  Dated 28 Nov 2023

Presiding chair of approving meeting