

Thursday, 14 December 2023

Dear councillor,

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** which will be held on **Tuesday 19 December** commencing at **18.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.



Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr O Bere, Cllr S Clegg, Cllr I Dovey, Cllr T James, Cllr A McLeod, Cllr P Thomas (Chair), Cllr Alice Tomlinson and Cllr Oliver Furniss

Agenda no	Agenda Item title	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.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
	Welcome by the chair of the committee.	
FGP24/127	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda no	Agenda Item title	Power/Regulation
FGP24/128	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
FGP24/129	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FGP24/130	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.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/131	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). Paper A – a) Finance and General Purposes Committee meeting Tuesday 28 November 2023	Local Government Act 1972, Sch 12, p41 (1).
FGP24/132	To consider the draft council budget as presented by the budget working group and recommend the final version for adoption by Full Council. Paper B	JPAC Practitioners Guide 2023
FGP24/133	To consider the council's precept requirements as presented by the budget working group and recommend the final version for adoption by Full Council. Paper C	JPAC Practitioners Guide 2023
FGP24/134	To consider approving the expenditure for an organisational review. Paper D	
FGP24/135	To receive any items for notification to be included on a future agenda – for information only	
FGP24/136	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 23 January 2024 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A

Minutes of the Finance and General Purposes Committee meeting held on 28 November 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Sue Clegg	Cllr Anne McLeod	Cllr Oliver Furniss
Cllr Irene Dovey	Cllr Oli Bere	
Cllr Phil Thomas (Chair)	Cllr Alice Tomlinson	

Members Absent:

Cllr Tracy James		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Also present – RBC Cllr Abby Brennan and RBC Cllr Neil Clarke

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.	<p>The Chair welcomed the F & GP committee and stated that they would try to keep to the 1 hour timeframe. The Chair also wanted to record thanks to Gillian Dunn for her hard work and dedication over the years.</p> <p>The Chair stated that there was a requirement that payments are approved independently by Councillors and requested a volunteer to help, Cllr Furniss volunteered for this role.</p> <p>It is also noted that there is significant amount of grant money available and encouraged Councillors to spread the word.</p>		
FGP24/106	To note apologies for absence.	Cllr T James - Accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/107	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.		Localism Act 2011, s31.
FGP24/108	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.		Localism Act 2011, s33.

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/109	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.	There were none.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/110	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). Paper A – a) Finance and General Purposes Committee meeting Tuesday 24 October 2023 b) Finance and General Purposes Committee meeting Tuesday 14 November 2023	The committee resolved to approve the minutes of the Finance and General Purposes Committee meetings:- a) 24 th October 2023 b) 14 th November 2023 and to sign these as a true record subject to amendments made.	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).
FGP24/111	To receive a verbal progress report by the clerk on action points from the last meeting.	The clerk stated that staff had been paid the arrears due to them following the NJE pay increase. A former staff member had requested their back pay which would be processed with the December payroll.		
FGP24/112	To receive and approve the payments listings for October 2023. Paper B	The committee unanimously resolved to approve the		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		payments listings for October 2023.		
FGP24/113	To receive and note the summary and detailed income and expenditure reports for October 2023. Paper C	The committee noted the summary and detailed income and expenditure reports for October 2023.		
FGP24/114	To receive and note the balance sheet for October 2023. Paper D	The committee noted the balance sheet for October 2023.		
FGP24/115	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 the council income and expenditure.		
FGP24/116	To receive and note the bank reconciliation to the 31 October 2023 Paper F	The committee noted the bank reconciliation to the 31 st October 2023.		
FGP24/117	To consider releasing funds held in accruals for improvements at the Recreation Ground and creating a designated reserve for Recreation Ground and Skatepark improvements. Paper G	The committee unanimously resolved to release funds held in accruals for improvements at the Recreation Ground to designated reserve for Skatepark improvements.	Accounts Clerk to make necessary adjustments to accounts. Clerk to meet with Cllr Tomlinson to discuss skatepark sealing..	
FGP24/118	To consider allocating funds for D-Day commemorative event in addition to the usual Picnic in the Park, Village Show and Christmas Fair events.	Picnic in the Park was going to be combined with the D-day commemoration. The committee requested the need for funds be revisited.	.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/119	<p>To consider a recommendation by Grange and Grange Hall Committee to obtain a professional condition report and market value and re- instalment value valuations for both the Grange and the Grange Hall and pay this from the Professional Fees Budget line and contingencies – if required.</p> <p>Paper H</p>	<p>The committee unanimously resolved to obtain a professional condition report and market value and reinstalment valuations for both the Grange Hall and the Grange at a cost of £4,200 plus VAT but to come from general reserves rather than the Professional Fees budget line. The committee resolved to obtain the valuation from the surveyor who provided a report for the football pavilion.</p>	Clerk to instruct surveyor	Localism Act 2011, s1-8
FGP24/120	<p>To consider quotations received from proprietary accounting, facilities and cemetery software and set an upper budget limit to enable the Clerk/RFO to determine, on behalf of the authority – the form of its accounting records and supporting records and commission relevant software, support and training package. .</p> <p>Paper J – to follow</p>	<p>The committee requested more information to clarify the scope of software and higher degree of costs and what training would be given</p>		Localism Act 2011, s1-8
FGP24/121	<p>To consider quotations received for council IT packages and decide on a contractor to provide improved IT services and legally compliant website.</p> <p>Paper K</p>	<p>Deferred to next meeting.</p>		Localism Act 2011, s1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/124	To note the draft accumulated budget for the 2024-25 financial year and note the council tax base for 2024-25.	The budget working group are to meet on 11 th December which will be presented to the F & GP meeting on 19 th December 2023.		Localism Act 2011, s1-8
FGP24/125	To receive any items for notification to be included on a future agenda – for information only			
FGP24/126	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 19 th December 2023 at 19.00.	The Chair proposed that the next Finance and General-Purpose meeting be held at 18.00 on the 19 th December 2023 – this was agreed by all.		Local Government Act 1972, s. 112

The meeting closed at 20.03pm

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

Presiding chair of approving meeting

PAPER B

Radcliffe on Trent Parish Council Results for September 2023

Income for 2023- 2024 as at September 2023				
		2023/24	2023/24	2023/24
		YTD	Annual	
		£	Budget	Outturn
ADMINISTRATION				
F+GP	Office administration (interest)	9,655	8,000	19,255
F+GP	Donations/grants	0	0	0
		9,655	8,000	19,255
The Bungalow				
	Rent	5,700	11,400	11,400
Upper Saxondale				
		2,000	2,000	2,000
OPERATIONS				
AC AMENITIES				
	Burials	6,385	8,690	11,895
	Sale of plots	2,500	2,750	4,750
	Headstones/plaques/Memorial kerbs	1,479	1,790	2,864
	Cemetery	10,364	13,230	19,509
	Donations	1,879		2,929
	NCC Lengthsman Grant			
	NCC/RBC Grants			
	Hire of Grounds facilities	420	717	1,029
	Public toilets	15,420	15,420	15,420
	Vehicles and Machinery	0	0	
	Total Amenities	28,084	29,367	38,887
GRANGE AND GRANGE HALL				
	The Grange	4,030	9,300	8,104
	Grange Hall	33,878	60,000	58,906
	Grange and Grange Hall	37,908	69,300	67,010
	Events	4,131	6,100	6,116
	Christmas	0	1,626	1,925
	Total Grange, Hall and Events	42,039.07	77,026	75,051
	Total generated funds	87,478	127,793	146,593
	Precept	312,852	312,852	312,852

Radcliffe on Trent Parish Council Results for September 2023

Expenditure for 2023- 2024									
	As at 30 November 2023	2023/24		2022/23	2024-25	2024-25	2024-25	2024-25	
		Budget	Out turn	Actual	Budget	from	from 3rd	Precept	
		£		£	requirement	reserves	Party	requireme	
					£	£	£	£	
ADMINISTRATION									
	Auditing	1,750	1,610	1,535	1,965			1,965	
	Insurance - ex Grange Hall+ Skatepark	2,662	2,813	2,472	3,000			3,000	
	Professional fees	4,000	4,000	3,286	4,000			4,000	
	Licences	2,608	2,115	2,374	3,000			3,000	
	Office	6,325	5,790	5,945	7,000			7,000	
	Subscriptions	2,196	2,446	2,312	2,500			2,500	
	It upgrade and Accounting Software		-		12,000	12,000		-	
	Telephones	1,440	1,389	2,715	1,500			1,500	
	Training	2,500	2,440	99	2,500			2,500	
	Administration	23,481	22,603	20,738	37,465	12,000		25,465	
	Annual Parishioners Meeting	100	100	350	200			200	
	Chairman's Allowance	600	600	111	600			600	
	Election fund	2,700	1,125	2,700	1,667			1,667	
	Democracy	3,400	1,825	3,161	2,467			2,467	
	Grants	6,000	4,304	1,837	5,000	5,000		-	
	Health & Safety and GDPR	2,000	1,963	3,554	2,000			2,000	
	Staff	208,497	204,255	187,163				-	Under HR
	Contingency	9,382	9,382	41,439	3,000			3,000	Survey
	Flat maintenance	500	962	2,045	1,000			1,000	
		253,260	245,294	259,937	50,932	17,000		-	33,932
THE BUNGALOW									
	Estate agent fee	1,268	1,190	1,140	1,100			1,100	
	Maintenance/rates	2,300	3,482	1,735	2,500			2,500	
		3,568	4,672	2,875	3,600			3,600	
Total F+GP									
								37,532	
PLANNING AND ENVIRONMENT									
	Neighbourhood plan	-		652	-			-	
	Environment	1,000	1,000	1,000	5,000	2,000		3,000	
		1,000	1,000	1,652	5,000	2,000		-	3,000
AMENITIES									
	Cemetery maintenance	1,650	1,658	1,233	2,000			2,000	
	Cemetery audit follow up	2,000	2,000	2,000	20,000	18,000		2,000	

Radcliffe on Trent Parish Council Results for September 2023

Expenditure for 2023- 2024									
	As at 30 November 2023	2023/24		2022/23	2024-25	2024-25	2024-25	2024-25	
		Budget	Out turn	Actual	Budget requirement	from reserves	from 3rd Party	Precept requireme	
		£		£	£	£	£	£	
	Gravedigging	4,230	4,920	4,320	5,000			5,000	
	Plaques/Memorial Kerbs	1,070	392	822	1,200			1,200	
	Alternative Memorials							-	
	Publicity	200	200	455	-			-	
	Rates - cemetery	736	736	-	800			800	
	Trade Waste	770	780	883	900			900	
	Water - Cemetery	250	311	161	350			350	
								-	
	Total cemetery	10,906	10,997	9,874	30,250	18,000	-	12,250	
	Donated plants/benches	-	3,212	6,277					
	In house grounds work	10,000	9,772	9,188	10,000			10,000	
	Litter and dog bins and litter picking	8,780	8,117	3,380	10,000			10,000	
	Mowing contractor	19,000	18,425	14,347	21,000			21,000	
	Nature reserves	2,000	1,315	3,000	3,000			3,000	
	Sub contractors	8,000	7,514	10,985	10,000			10,000	
	Tree Maintenance	4,850	12,250	4,645	12,000	5,500		6,500	
	Utilities in Park	1,800	939	2,092	1,800			1,800	
	Lengthsman		-		1,350			1,350	
	Fences, Posts, Walls							-	see sub con
	Paths, Steps, Walkways							-	see sub con
	Benches							-	see sub con
	Street Furniture	1,500	1,496	1,500	1,500			1,500	
	Grounds Maintenance	55,930	59,828	49,137	70,650	5,500	-	65,150	
	Play Areas	5,850	5,000	11,568	4,150				
	Wharf Lane Project				25,000	7,500	17,500	-	
	Skate Park PWL				Full Council				
	Skatepark RBC	-		10,000	5,000	5,000		-	
	Skatepark Seal				15,000	15,000		-	
	Skatepark	3,500	2,985	2,457	750			750	
	Play Areas	9,350	7,985	24,025	49,900	27,500	17,500	4,900	
	RP Pavilion				see sub con				
	Rec Pavilion					3,000		2,000	
	RP Toilets				in other WC				
	Maintenance and supplies- PT	500	2,522	1,876	2,000			2,000	
	Rec Toilet Hire							-	
	Utilities - PT	700	715	506	850			850	
	Total Public Toilets and Buildings	1,200	3,237	2,382	7,850	3,000	-	4,850	
	Vehicles and Machinery	2,100	1,679	1,324	2,100				
	EMR Top Up								
	Total Amenities	79,486	86,938	93,019	160,750	54,000	17,500	87,150	
	GRANGE AND GRANGE HALL								
	Paint removal and seal				9,950	9,950		-	
	Maintenance and supplies- Grange	4,200	4,265	2,837	4,300			4,300	
	Rates - Grange	1,729	1,729	1,647	1,900			1,900	
	Utilities - Grange	7,000	4,883	4,606	7,000			7,000	
	Total Grange	12,929	10,877	9,090	23,150	9,950	-	13,200	
	Enhancements and maintenance	16,500	15,572	25,069	17,600			17,600	
	Insurance - gh	3,664	3,847	3,387	3,800			3,800	
	Licences	1,525	1,246	2,272	1,700			1,700	
	Publicity	800	500	180	500			500	
	PWL - capital and interest	22,260	20,372	23,062	Full Council				
	Rates - gh	9,468	9,468	8,233	10,000			10,000	
	Trade waste	1,960	1,962	1,606	2,200			2,200	
	Utilities - gh	17,000	16,261	10,045	20,000			20,000	
	Total Grange Hall	73,177	69,228	73,854	55,800	-	-	55,800	
	Events	7,600	7,308	5,779	7,250			7,250	
	Christmas Decorations	9,625	12,266	11,773	14,500		2,500	12,000	
	Total Grange, Grange Hall and Events	103,331	99,679	100,496	100,700	9,950	2,500	88,250	
	HUMAN RESOURCES				227,649			227,649	
	FULL COUNCIL								
	PWLB Grange and GH				22,500			22,500	
	PWLB Skatepark				3,850			3,850	
	Upper Saxondale				10,000	10,000			
	Total	440,645	437,583	457,979	574,981	92,950	20,000	469,931	
	Per QB	440,645							
		-							

Radcliffe on Trent Parish Council Results for September 2023

Expenditure for 2023- 2024									
	As at 30 November 2023	2023/24		2022/23	2024-25	2024-25	2024-25	2024-25	
		Budget	Out turn	Actual	Budget	from	from 3rd	Precept	
		£		£	requirement	reserves	Party	requireme	
					£	£	£	£	
			Free Reserves		97,504		(30,500)		
			Designated Reserve - Building Maintenance		9,950		(9,950)		
			Designated Reserve - Bungalow Maintenance		6,000				
			Designated Reserve - Carbon Clever		2,000		(2,000)	-	
			Designated Reserve - Cemetery		18,000		(18,000)		
			Designated Reserve - Election Fund		12,500	to 5000		Reduce to 5000	
			Designated Reserve - Grange/Grange Hall refurbishment		30,000				
			Designated Reserve - Matched funding		5,000				
			Designated Reserve - Skatepark Seal		15,000		(15,000)		
			Designated Reserve - Playareas		10,000		(7,500)		
			Designated Reserve - Van/machinery		5,000				
					113,450		(82,950)		
			Restricted Reserve - Pavilion Development		5,000				
			Restrcted Reserve - CIL		174				
			Restricted Reserve - Upper Saxondale		10,000		(10,000)	due April 2024	
			Restricted Reserve - Skatepark RBC		20,000				
			Restricted Reserve -Conservation Group		1,040				
					36,214		(10,000)		
							(92,950)		

PAPER C

Parish Precept Requirement and Band D Tax Rate calculator

This will calculate the charge per band D property in your Parish and the % increase that will be shown on the Council Tax bill

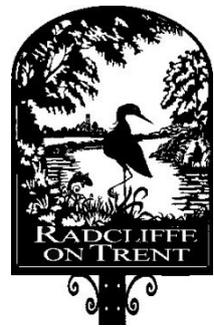
To use the calculator please enter information in the highlighted cells

Parish	RADCLIFFE-ON-TRENT	Select Parish from list
Total Parish Expenditure	469,931.00	Enter total Parish expenditure for 2024/25
Less Expected Parish Income	-138,350.00	Enter total Parish income for 2024/25 as a negative number
Total Expenditure Requirement	331,581.00	
Precept Requirement 2024/25	331,581.00	Please enter this figure onto the precept requirement form

Calculation of tax payable on a band D Property

Precept Requirement 2024/25	331,581.00	
2024/25 Tax base for the Parish	3,112.7	Automatically populates when Parish is selected
Parish Band D Tax Rate	106.53	This is the charge per Band D property in your Parish
2023/24 Parish Band D charge	101.47	Automatically populates when Parish is selected
2024/25 Band D Increase/decrease	5.00	This is the % increase/decrease on a Band D charge that will be shown on the Council Tax Bill

Officer Report to
Finance and General Purposes Committee
Report Author: Belina Boyer
Report Date: 14/12/2023



Precept Proposal

Introduction

The parish council “needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year”. (JPAC Practitioners Guide 2023)

Rushcliffe Borrow Council expects to receive the precept request by 01 February at the latest.

The council experienced a huge drop in its tax base for 2023/24 following the creation of a separate Upper Saxondale Parish Council. Whilst there has been a slight increase in the tax base from last year, the 2024-25 tax base of 3112.7 is still significantly below the 2022/23 levels.

Considerations

The precept amount is based on the considerations of the budgeting process. All committees presented their “wish” budgets. The Budget working group has attempted to balance the budget in a fair and considerate way without overburdening the local tax payers.

Local councils have been subjected to price rises in many of the goods and services they purchase. Although gas and electricity prices have eased somewhat, they are still at a higher level than two years ago.

The proposed precept request will result in an annual increase of £5.06 per annum for the average Band D household. This is equivalent to an increase of less than ten Pence per week.

Recommendation

To approve the precept proposal as presented and recommend its approval by Full Council before 01 February 2023.