

## Minutes of the meeting of the Finance & General Purposes Committee

Held on 7<sup>th</sup> Feb 2011 at 8.10 pm in the Bush Room

**Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Bernard Willcox, Alison Peters, Brian Davis  
Bob Phillips (Clerk),

### 1. Apologies accepted for Absence

Cllr. Brian Lee

### 2. Evacuation Procedure

Evacuation procedures were noted.

### 3. Public Participation

None

### 4. Declaration of Interests

None

### 5. Minutes of meeting held on 6<sup>th</sup> Dec 2010 and Matters Arising

**Resolved:** The Minutes of the meeting held on 6<sup>th</sup> Dec 2010 were approved and signed by the Chairman.

#### 5.1. Matters Arising

None

#### 5.2. Outstanding Actions

##### 5.2.1. ***(5/10/09) Clerk to investigate the cost and feasibility of providing a litter bin in the cemetery and report to the Playing Fields Committee.*** ***Action to Clerk***

It was agreed to create a small project where the Clerk would prepare some maps of the Parish and an identification list as a pack which volunteer Council members would use to each survey a part of the Parish. This would create a complete survey of the Parish's litter and dog bins, their location, type and condition.

***F100510-1 The Clerk to prepare Litter/Dog Bin Survey Packs.*** ***Action to Clerk***  
Ongoing (7/2/11)

##### 5.2.2. ***F101101-1 to obtain estimates for an "Honours Board" for past and future John Dyer Award recipients.*** ***Action to the Clerk***

The estimates had been obtained and the item discussed at the PC meeting 17<sup>th</sup> Jan 2011. No decision had been taken as it was felt that the boards described in the estimates were all too large. The item was referred back to this committee. See item 12.1.  
Action closed

##### 5.2.3. ***F100906-2 The Clerk to circulate the current Risk Assessment Schedule for understanding by all members and the item to be discussed at the next PC meeting.*** ***Action to Clerk***

Ongoing (7/2/11)

5.2.4. **F100906-3 The Clerk to add a debt recovery process in the Financial Regulations and circulate for consideration.** **Action to Clerk**  
Ongoing (7/2/11)

5.2.5. **F101206-1 The Clerk to include in his next Helmet article that the Council has had a static budget for 3 years.** **Action to Clerk**  
Ongoing (7/2/11)

5.3. **F101206-2 The Clerk to discuss with Shirley Whyte the exact need for “junior” litter buster equipment and report to the next meeting.** **Action to Clerk**

The Parish Council meeting 17<sup>th</sup> Jan had resolved to make £200 available to purchase equipment for Litter Busters. - Action Closed.

## 6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments Committee – none

6.3. Playing Fields & Open Spaces Committee - none

## 7. Financial Reports

7.1. Budget Report & Interim Account

**Resolved:** The Budget Report and Interim Accounts for Jan 2011 were accepted.

7.2. Receipts & Payments

**Resolved:** The Receipts & Payments statement for Jan 2011 was accepted and signed by the Chairman.

7.3. Bank Reconciliation

**Resolved:** The Bank Reconciliation statement for Jan 2011 was accepted and signed by the Chairman.

7.4. Reserve Account

**Resolved:** The Reserve Account statement for Jan 2011 was accepted.

## 8. Financial Matters

None

## 9. Authorisation of Payments & Income Received

9.1. Payments

The following payments were approved and authorised by Cllrs. John Cutland and Alison Peters.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Mtce Jan 2010	1834	1,034.21
Emenda RBS Ltd	Financial Software	1835	764.88
BWBSL	Cemetery Water Supply to 14/1/11	1836	15.27
HM Prison Service	Labour for litter clearing	1837	62.50
South Glos Council	Emptying Dog Bins to Jan 2011	1838	82.49
Lloyds TSB Commercial Finance Ltd	Land Registry compliant map of Allotments	1839	480.00
M York	Repair work at cemetery	1840	64.00
CFS	Photocopier Service Contract - Feb 2011	1841	17.71
	Total expenditure		2,521.06

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to January 5th 2011	dc	-0.03
Co-operative Bank	Untaxed Interest to 5th Jan 2011	dc	-6.80
	Total expenditure		-6.83

## 10. Policy Documents

None.

## 11. Correspondence

None

## 12. Any other business

12.1. Management of Parish Council Meetings. - Following the most recent full Council meeting which closed at 10.15pm, several members have asked if we would consider mechanisms to limit the length of future meetings.

The Clerk had proposed some ideas in an email to committee members as follows;

- Consider reducing the size of the agenda.
- Assume attendees have read minutes and already identified any issues.
- All discussions to be completed with either an action or resolution.
- Limit reports of past committee meetings to resolutions and referrals only. All committee minutes are fully circulated which negates the need to report the full content.
- Speed up reports from representatives and where possible provide the report early for distribution. Again, discussion must be completed with an action or resolution.
- Wherever possible, papers to support items to be circulated to all before meeting preferably with the agenda but otherwise by whatever means possible. Again, assume people have read and understand the item unless asked to explain.
- Set a meeting end time. 10 minutes before the meeting end time, chairman to assess progress and if there are items that we won't have time to complete either:
  - Ask the meeting to vote on a time extension for specific items
  - Carry forward items to future meetings.
- All to accept that the chairman will close a discussion if it's stalling/repeating/lost direction.
- All to recognise that we don't all HAVE to have an opinion on every subject

Additionally, members agreed that items for AOB should be identified before a meeting.

Some members felt concerned that too much reliance was being made with emails and this vastly increased the amount of information that everyone had to read. It was agreed to attempt to be more discerning with email circulation in future.

**Resolved:** The clerk to construct an addendum to standing orders giving guidance on meeting management.

12.2. John Dyer Award – Honours Board

Three estimates with designs had been obtained for an honours board, all approx 4'x2' and capable of displaying the names of recipients for approx 30 years.

Greenbarnes - £671.00 inc. carriage

Mirage Signs - £325.00 inc. carriage

Lush Signs - £485.00 + carriage

The Clerk was recommending the product from Lush Signs.

At the PC meeting held on 17<sup>th</sup> Jan 2011, it had been agreed to contact the JHMC to gain their views and also determine if a smaller board was available. The proposal was referred back to the F&GP Committee for further investigation.

Without the views of the members of the JHMC, it was felt that we couldn't progress this item very far. It was generally agreed that if acceptable to the JHMC, a smaller possibly modern display would be more appropriate. When the views of the JHMC were available, further product research would be undertaken.

The meeting was closed at 8.35pm.