

Minutes of the meeting of the Finance & General Purposes Committee**Held on 7th Mar 2011 at 8.30 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Bernard Willcox, Brian Davis
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

Cllrs. Brian Lee, Alison Peters

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meeting held on 7th Feb 2011 and Matters Arising**Resolved:** The Minutes of the meeting held on 7th Feb 2011 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.

Action Closed (7/3/11)

F100510-1 The Clerk to prepare Litter/Dog Bin Survey Packs.**Action to Clerk**

Ongoing (7/2/11) Action closed. (7/3/11)

The committee discussed these two outstanding actions and felt that as the issue had been included in the agenda for considerable time with no opportunity to progress them, the actions would be dropped.

5.2.2. **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 (7/3/11)

5.2.3. **F100906-3 The Clerk to add a debt recovery process in the Financial Regulations and circulate for consideration. Action to Clerk**

Ongoing (7/3/11)

- 5.2.4. ***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***

The inclusion had been made. 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
 6.4. Grounds Maintenance Contract

Three tenders and two others declining had been received following invitations sent to seven contractors. Cllrs Peters and Hunt were present when the three tenders were opened.

Following “in confidence” emails with the details of the tenders circulated, the committee were asked to make a recommendation to accept one of the tenders or request further action. The total cost of the Core Services quoted by each of the three tenders was as follows:

Contractor A	£9,810.00
Contractor B	£15,884.58
Contractor C	£8,850.00
2010 contract (approx)	£9,361.26

As the costs quoted by Contractor B were significantly above those of the other two with no apparent justification, it was agreed to consider only Contractor A and C.

Comparisons were then made between tenders A and B and included discussions about the overall costs of the core services and those provisional services that were regularly required. Other aspects were also discussed including the past performance of both contractors, the confidence the Council has in the contractor and the overall annual costs to the council.

Cllr Terry Hunt requested a vote on which of the three Grounds Maintenance Tenders would offer “best value” to the Parish Council.

Resolved: To recommend that the tender for Grounds Maintenance Services from Contractor A be accepted on the basis that it offers “best value” and “greatest confidence” to the Council.

In view of the short timescales to the start of the contract, the Clerk was asked to circulate the recommendation to the Full Council and ask for a considered view from each member. This “vote” would be endorsed at the next Parish Council meeting.

F110307-1 Parish Council members to be asked to “vote” via email on the F&GP committee recommendation to accept the tender for Grounds Maintenance Services from Contractor A. ***Action to Clerk***

7. Financial Reports

- 7.1. Budget Report & Interim Account
Resolved: The Budget Report and Interim Accounts for Feb 2011 were accepted.
- 7.2. Receipts & Payments
Resolved: The Receipts & Payments statement for Feb 2011 was accepted and signed by the Chairman.
- 7.3. Bank Reconciliation
Resolved: The Bank Reconciliation statement for Feb 2011 was accepted and signed by the Chairman.

7.4. Reserve Account

Resolved: The Reserve Account statement for Feb 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 Brian Davis.

Payee	Details	Chq. no	£
South Glos Council	Emptying Litter Bins Aug - Dec 2010	1850	81.55
CRK Garden Manicures	Grounds Maintenance - February 2011	1849	914.21
The Helping Hands Company	Litter Busters equipment	1851	180.00
CFS	Photocopier Service Contract - Mar 2011	1852	16.73
Signet Signs Ltd	Centenary Map	1853	162.00
	Total expenditure		1354.49

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to Feb 7th 2011 (net of costs)	dc	-0.03
Mrs Ann Walker	Deed of Grant for Remains plots 54 & 56	inc 1773	-70.00
L & J Gulwell	Deed of Grant & interment Remains Plot 55	inc 1774	-103.00
	Total income		-173.03

10. Policy Documents

None.

11. Correspondence

None

12. Any other business

None

The meeting was closed at 9.10pm.