

Minutes of the meeting of the Finance & General Purposes Committee**Held on 14th May 2012 at 7.30 pm in the Bush Room**

Present: - Cllrs. Terry Hunt (TH) (Chairman), John Cutland (JC), Brian Lee (BL), Hannah Richmond (HR), Bernard Willcox (BW), Alison Peters (AP)
Bob Phillips (Clerk),

1. Apologies accepted for Absence

None

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 5th March 2012 and Matters Arising

Resolved: The Minutes of the meetings held on 5th March 2012 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. F111107-2 to investigate the feasibility of insuring the Jubilee Hall and Youth Centre in the Parish Council Insurance. Action to Clerk

It was agreed that this wasn't an urgent action as all interested parties were currently enjoying a discounted term insurance. However this option should be investigated as there could be considerable savings to be achieved. Ongoing (14/5/12)

5.2.2. F120305-1 to consider with the PF&OS Committee the planting of spiky plants outside the Youth Centre. Action to Cllr Alison Peters

The YCMC have investigated the proposal and because planting was only possible in a small number of places, decided it was not worth the effort. Action Closed

5.2.3. F120305-2 to calculate the administration costs chargeable against the remedial actions to make good the Limekiln Path. Action to Clerk

Task completed and payment 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

7. Financial Reports

All reports are filed separately and not included in meeting notes.

- 7.1. Budget Report for Year ending 31st March 2012
Summary Receipts and Payments by Budget Heading – a short high level summary of the expenditure and income for the financial year.

Detailed Receipts & Payments by Budget Heading – the detail behind the first report.

- 7.2. Accounts Balance
Summary Receipts & Payments for Year-end – this is the single sheet view of the financial year against last year's amounts.

- 7.3. Receipts & Payments
Summary Year-end Receipts & Payments show the actual state of the two bank accounts.
Month-end Reports show the receipts and payments for March 2012 only.

- 7.4. Bank Reconciliation
Although they are actually month-end for March 2012, these reports are also the year-end.

Resolved: The financial reports as presented were accepted as accurate.

F120514-1 to create a budget report showing “fixed” or pre-determined costs to clearly identify remaining budget available for other items. Action to Clerk

8. Financial Matters

- 8.1. Review of Annual Return
The Annual Return was reviewed as follows.

- 8.1.1. Account Statement
The associated three pages of working details showed the headline figures of the accounts. All entries were agreed.
The detailed explanation of variances accompanies the Accounting Statement and explains any variation between this years figure and last years greater than 15%. The variance explanation was discussed and agreed.

Resolved: The Account Statement as presented was accepted as accurate.

- 8.1.2. Annual Governance Statement
This document is a series of statements that confirm the council's status and approvals. After brief discussion the statement was agreed.

Resolved: The Annual Governance Statement as presented was accepted as accurate.

- 8.2. Review of Asset Register

A revised Asset Register was presented to the meeting in order to confirm the total Asset Value shown on the Annual Statement. It was acknowledged that later in the year a more formal Asset Review should take place.

Resolved: The Revised Asset Register as presented was accepted as accurate.

9. Authorisation of Payments & Income Received

9.1. Payments previously authorised by Cllrs T. Hunt & J. Cutland

Details	Chq. no	£
Grounds Mtce	2065	1044.15
Total expenditure		1044.15

9.2. Payments authorised by Cllrs Terry Hunt & John Cutland

Details	Chq. no	£
Post Office – Stamps	2066	128.00
Refreshments – Annual meeting	2067	3.50
Water charges – Allotments	2068	33.58
Water Charges – Jubilee Playing Field	2069	19.30
Staples – Stationery	2070	23.89
Broadband – to 31/5/12	2071	26.40
Allotment Sign	2072	139.38
Diamond Jubilee Medals	2073	143.40
Photocopy Services	2074	21.70
Telephone	2075	68.76
Total expenditure		607.91

9.3. Recent Receipts are listed below

None

10. Policy Documents

None

11. Correspondence

11.1. SGC – Annual price increase of 4.5% for cleansing services. - Noted

11.2. SGC – Part night lighting scheme

Following the briefing from SGC about the part-night lighting scheme now operating on the main roads through the parish, it was agreed to invite the SG Street Lighting Manager to brief the Parish Council on the merits and process of considering a part-night lighting scheme across the whole Parish.

F120514-2 to invite Andrew Porter, the SG Street Lighting manager to brief the Council about the Part-night lighting scheme. ***Action to Clerk***

11.3. Petition and letter from Mr Ian Martin and neighbours of the Allotments.

A letter had been received from Mr Ian Martin, a neighbour of the allotment site. It had included personal concerns and a petition signed by a number of other neighbouring householders and their families. The letter and petition had been previously circulated to committee members.

It was agreed that some of the points raised by the petition were fair and the Council should apologise to the neighbours. Other points raised were either concerning the legal nature of the Council's lease or about the internal management of the allotments. It was agreed that the legal aspects were fixed and not open for discussion and whilst acknowledging the need for openness and neighbourliness, the internal management of the site was a matter for the Council and the AAA. The outline of a response was discussed and agreed.

F120514-3 to draft a response to the petition and letter from the allotment neighbours for consideration by F&GP members. Action to Clerk

12. Any other business

12.1. Numbering scheme in Council minutes.

Following an observation from the Internal Auditor, the Clerk had introduced a draft scheme of paragraph numbering for minutes. This scheme had the advantage of identifying every paragraph individually and would allow easy access to references.

BW had found the new scheme confusing and completely without merit.

TH agreed that with meeting notes recognisable by individual committee or PC, date and a running page number scheme he saw no advantage to the draft scheme, in fact, it was thoroughly confusing

Resolved: To maintain the current meeting note numbering scheme and abandon the draft scheme shown in the PC meeting notes for April 16th 2012.

12.2. Tour of St Helen's School by Parish Council. In his talk to the PC Jon Cooke suggested this and he thought the PC were positive about it and were going to get back to him with some possible dates. He is concerned that the academic year is disappearing rapidly and would like to get something in the diary.

F120514-4 to discuss with Jon Cooke possible dates for a PC tour of St Helen's School and circulate to members. Action to Clerk

12.3. St Helen's School Citizenship - Maggie Tyrell is visiting the school on the 4th July to talk about the work of a District Councillor. She will be talking to 4 junior classes in the morning. This is part of the schools citizenship curriculum. The Parish Council is asked if someone would be available on the morning of the 4th to talk to the same four classes about the work of the Parish Council - just a brief outline.

Resolved: That the Clerk should discuss with the school his attending and helping with the Citizenship programme.

The meeting was closed at 8.20pm.