

Minutes of the meeting of the Finance & General Purposes Committee**Held on 11th June 2012 at 7.30 pm in the Bush Room**

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

1. Apologies accepted for Absence

Brian Lee (BL), Phil Squires (PS)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 14th May 2012 and Matters Arising

Resolved: The Minutes of the meetings held on 14th May 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 as both the JHMC and YCMC had agreed term discounts on their insurances, it would not be worthwhile progressing this action. Action Closed

5.2.2. ***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**

(Ongoing 11/6/12)

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

Andrew Porter would attend the PC meeting on 18th June 2012. Action Closed

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

Response written, signed by HR and posted. Action Closed

5.2.5. ***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**

It was agreed to ask to visit on 18th June or 6th July. 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 Month ending 31st May 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.

During the report, it was pointed out that income from football hire had been lower than budgeted last season and partly because we were not going to receive a booking for the junior pitch from Thornbury Town FC, we should consider reducing the budget.

TH suggested that we should consider a “per season” charge regardless of number of games played. This was a matter for the PF&OS committee and would be referred.

F120611-1 for the PF&OS committee to consider charging a “per season” fee for football pitch hire. ***Action to Clerk***

- 7.2. Accounts Balance
Summary Receipts & Payments for r-end – this is the view of the financial year against last year’s amounts.
- 7.3. Receipts & Payments
Month-end Reports show the receipts and payments for May 2012 only.
- 7.4. Bank Reconciliation
 Month-end for May 2012.

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

8. Financial Matters

None

9. Authorisation of Payments & Income Received

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

Details	Chq. no	£
Grounds Mtce	2082	1010.90
Total expenditure		1010.90

- 9.2. Payments authorised by Cllrs T. Hunt & J. Cutland

Details	Chq. no	£
Cemetery Rates	DD	54.00
Thornbury Garden Centre – Plants	2083	14.75
Room Hire	2084	81.98
Photocopy Services	2085	21.62

Details	Chq. no	£
Post Office – Stamps	2086	7.20
Litter Bin @ Cross Hands	2087	410.53
Marquees – Jubilee Picnic (expenses)	2088	35.00
Broadband to 30 June	2089	26.40
Diamond Jubilee Exhibition	2090	73.43
Diamond Jubilee Mugs	2091	370.80
Total expenditure		1095.71

9.3. Recent Receipts are listed below

Details	Lgmt. no	£
Allotment Rent Plot 33	Inc 2115	25.00
Cash Sales @ Diamond Jubilee	Inc 2116	464.20
Total income		489.20

10. Policy Documents

JC commented that he felt it was time to review the Council's Standing Orders. His personal copy of the document dated from 2004 with written amendments.

The Clerk suggested that all the Policy Documents had been reviewed/rewritten and taken to a new issue status in the past two or three years and had been distributed to all members. However, all documents would be examined and a review calendar formed. The Standing Orders would be reviewed next as there were possibly changes required particularly about the length of time members of the public should be given to speak.

F120611-2 to examine all policy documents and create a Review calendar with the Standing Orders to head the list. All members to be asked if they had up to date copies of all documents and given new copies where applicable. **Action to Clerk**

Below is the current issue status of Policy Documents and suggested Review target date.

Document	Document Version	Authorised Date	Review date
Standing Orders	Issue 1	18/5/2009	May 2012
Model Code of Conduct	Issue 2	19/1/2010	Jan 2013
Financial regulations	Draft 3	9/5/11	May 2014
Parish Publication Scheme	issue 1	10/5/10	May 2013
Committee Terms of Reference	Issue 1	10/5/10	May 2013
Grant Aid Policy	Issue 1	16/8/10	Aug 2013
Code of Practice for Handling Complaints	Under Construction		
Parish Council Administration	Under Construction		

11. Correspondence

None

12. Any other business

12.1. School Visit to St Helen's.

Following a circulation of possible dates four members had expressed a wish to take part in the school visit on one of two possible dates.

Mon 18th June @ 11.00am – JC, TH, BW

Frid 6th July @1400hrs – JC, BW, BL

As there was now a short time to organise the visit, it was proposed that we would ask for the first date and if no longer available, to opt for the second date in July.

F120611-3 to urgently contact St Helen's School and confirm the visit date and attendees.

Action to Clerk

12.2. Consultation on appointment of External Auditor for 2012/13 & future years.

The committee were in support of the proposals especially as it appeared to reduce the cost to the Council.

12.3. Queens Diamond Jubilee Celebration Picnic.

Members had been delighted by the celebration picnic held on Saturday 2nd June and felt it had been a fine example of community involvement. JC & TH felt it appropriate that Cllr Alison Peters and her volunteer helpers should be formally thanked for their efforts and congratulated on the success of the event. The Committee endorsed this view. And the Clerk was asked to prepare a letter for the chairman to send.

The meeting was closed at 7.55pm.

**The next meeting of the Finance and General Purposes Committee is on
Monday 6th August at 7.30pm.**