

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

Held on 4<sup>th</sup> March 2013 at 7.30 pm in the Bush Room

**Present:** - Cllrs. Cllr Terry Hunt (TH) (Chairman), John Cutland (JC), Bernard Willcox (BW), Phil Squires (PS), Marcus Fry (MF), Brian Lee (BL)

Bob Phillips (Clerk),

### 1. Apologies accepted for Absence

None

### 2. Evacuation Procedure

Evacuation procedures were noted.

### 3. Public Participation

None

### 4. Declaration of Interests

Cllr Brian Lee is the Treasurer of the Jubilee Hall Management Committee and a trustee of the Jubilee Hall Charity.

### 5. Minutes of meetings held on 4<sup>th</sup> Feb 2013 and Matters Arising

**Resolved:** The Minutes of the meetings held on 4<sup>th</sup> Feb 2013 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. ***F130204-1 to establish the role of the Parish Council as "Custodian Trustees" to the Jubilee Hall Charity.*** ***Action to Clerk***

The Clerk explained that the role of Custodian Trustee was to act as the legal entity to allow the charity to hold title. There is no reference to the idea that the custodian trustee acts in some way like a "backstop" if the trustees fail in their responsibilities, an idea generally held for some years. Although there was no disputing the findings, the Clerk was asked to further check with the Charities Commission the absolute role of custodian trustee and to better understand the situation we find ourselves in.

BL requested if the Parish records could be checked for any copies of Jubilee Hall deeds.

5.2.2. ***F121105-1 to construct a detailed plan for the loss of personnel to perform key tasks.***

***Action to Clerk***

On-going (4/3/13)

### 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. Month-end Balance Statement 28-Feb-2013

See separate papers

#### Current Financial Status

Using the February 2013 Reports the overall financial position of the Council can be defined as:

Current Year Fund	3,888.86	
General Reserves	<u>12,250.09</u>	
<i>Surplus for Year to date</i>	16,138.95	16,138.95
Committed net expenditure (as estimated 31/01/13)	-5,130.00	-5,130.00

**Estimated end of year surplus.  
(Current year fund + General Reserves) 11,008.95**

With Ear Marked Reserves at £42,055.97 42,055.97

Closing Balance 2012/13 would be 53,064.92

Opening Balance 2012/13 was 52,046.30

Net gain over year 1,018.62

Nb. This is a very rough calculation as it takes no account of future income or expenditure not included in the committed or projected expenditure.

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

### 7.2. Reserve Account

See separate papers.

Assessment of Risk criteria to enable detailed setting of 2013/14 budget estimates.

**Resolved:** The Reserve Account Budget for 2013/14 was agreed against the presented document "Reserve Account 130228.xls on 28.2.13"

### 7.3. Budget Summary as at 28-Feb-2013

See separate papers. "Budget Summary 130228.xlsx"

Confirmation of Committee budget estimates for 2013/14

Estimates to be assessed against the **2011/12 Actual** figures and **2012/13 Projected Actual** totals.

**Resolved:** The Budget estimates as presented in the document listed above were agreed.

## 8. Financial Matters

### 8.1. Council Fixed Charges

A comparison paper was presented with options for proposed increase in charges. Consideration was given to the figures presented, the effect of the increased precept and the balance between

making charges better reflect the actual costs of providing the services against the need to maintain our user base.

**Resolved:** To recommend an increase to the Parish Council charges as follows, to take effect from 1<sup>st</sup> April 2013.

Cemetery Charges to be increased by a nominal 5%  
Playing Field Charges to be increased by a nominal 5%

Allotment Rent to increase by 5% to £26.25 and £15.75 as from March 25<sup>th</sup> 2013

## 8.2. Grounds Maintenance Contract – Annual Increase

The annual increase to the Grounds Maintenance Contract is based on the latest available CPI increase. The latest CPI increase published 15<sup>th</sup> Feb 2013 is 2.7%.

**Resolved:** To increase the Grounds Maintenance Contract currently valued at £10,109.08 per year by 2.7% to £10,382.03

## 9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

### 9.1. Payments authorised by Cllrs Brian Lee & Steve Blick

Total expenditure		1,048.09
Details	Chq. no	£
Grounds Maintenance	2228	1,010.90
Photocopy Services	2227	26.14
Annual Safety Inspection	2226	192.00
Total Expenditure		1,229.04

### 9.2. Recent Receipts

None

## 10. Policy Documents

None

## 11. Correspondence

### 11.1 Resignation of Clerk

The Chairman reported that he had received a letter of resignation from the Clerk who wished to retire from work. The contracted 3 months' notice had been given and after deducting leave days owed, the Clerk would finish working on 24<sup>th</sup> May.

It was agreed that the F&GP committee with Cllr Alison Peters would form the Appointments Committee.

It was agreed as follows:

- The Clerk would prepare adverts for consideration and to be placed in Helmet, on the PC Web Site, the ALCA web site, SG Council's Jobs Bulletin and in the South Gloucester Gazette. The advert would be widely circulated to all Parish Council's across South Glos.

- The Clerk would draft a revision to the Clerk & RFO Contract of Employment.
- The Clerk would draft a revision to the Clerk & RFO Job Description.
- The Clerk distributed documents and advice from SLCC, ALCA & NALC on the job and appointment of the Clerk/RFO to help with the process.
- The hope is that a new Clerk can start work at least three weeks before the current Clerk finishes work to allow time for a good handover. A proposed timescale was agreed in principle although may need to be modified as time passes.

Adverts	6 <sup>th</sup> March
Application closing date	25 <sup>th</sup> March
Pre-selection (paper exercise)	2 <sup>nd</sup> April (Easter!)
Interviews completed by	11 <sup>th</sup> April
Selection made	12 <sup>th</sup> April
New Clerk start	1 <sup>st</sup> or 7 <sup>th</sup> May

## 11.2 Resignations of Councillors

A letter of resignation had been received from Cllr Bernard Willcox who wished to leave the Council on 17<sup>th</sup> April 2013 as he now lived out of the Parish.

A letter of resignation had been received from Cllr Hannah Richmond who had found her family and work commitments would not allow time for councillor duties. Cllr Richmond would leave the Council on 31<sup>st</sup> March 2013.

***F130304-1 to operate the Parish Councilor vacancy process to fill two vacancies.***

***Action to Clerk***

## 12. Any other business

### 12.1. Youth Centre Lease – update on current status.

Previously discussed under item 5.2.1

### 12.2. John Dyer Award. – declaration from JD awards committee.

An email had been received from Mike Josey re. this year's John Dyer Award as follows:

It was decided that in the light of our lack of cohesion and consequent overall poor response for nominations (2012/13) that we would not make an award this year but that we will be more assertive for the coming year.

Mike expressed disappointment that several committee members from nominated parish organisations had not shown up at the meetings and he had received no communication from them.

It was pointed out that two of the current committee were due to retire and new members should be sought from the next organisations on the list.

No actions were agreed.

The meeting was closed at 8.20pm.

**The next meeting of the Finance and General Purposes Committee is on  
Monday 8<sup>th</sup> April at 7.30pm.**