

Minutes of the meeting of the Finance & General Purposes Committee

Held on 13th May 2013 at 7.45 pm in the Bush Room

Present: - Cllrs. Terry Hunt (Chairman) (TH), John Cutland (JC), Brian Lee (BL), Marcus Fry (MF)

Bob Phillips (Clerk), Graham Smith (Clerk)

1. Apologies accepted for Absence

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 8th April 2013 and Matters Arising

Resolved: The Minutes of the meetings held on 8th April 2013 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

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

Action to Clerk

On-going (13/5/13)

5.2.2. ***F130204-1 to consider the future of Youth Centre car park lease.***

Action to Clerk & BL

Wording of action changed to reflect actuality.

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments - None

6.3. Playing Fields & Open Spaces Committee - none

7. Financial Reports

7.1. Financial reports for April 2013

The financial position at the end of April 2013 was discussed but no issues arose.

13.008 Resolved: The F&GP committee accept as accurate the financial reports for April 2013.

8. Financial Matters

- 8.1. Retiring Clerk Gratuity payment. (Papers sent to members separately)

JC & TH agreed to investigate the Council's position further and report back with recommendations.

- 8.2. Membership of CPRE. The annual subscription to CPRE is due at £29.00.

13.009 Resolved: The F & GP committee agreed to continue membership.

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

- 9.1. Payments authorised by Cllrs Alison Peters and James Sumner 13th May 2013

| Details | Chq. no | £ |
|----------------------------|---------|----------|
| Cemetery Rates | DD | 55.00 |
| Grounds Maintenance | 2254 | 1,038.20 |
| Staples - Stationery | 2255 | 45.40 |
| Jubilee field water rates | 2256 | 19.38 |
| Post Office - Stamps | 2257 | 25.20 |
| Room Hire | 2258 | 24.00 |
| Funeral Services plot 64 | 2259 | 85.00 |
| Cemetery/Bus shelter clean | 2260 | 136.42 |
| Broadband to 31/5/13 | 2261 | 26.40 |
| Photocopy services | 2262 | 41.82 |
| Total Payments | | 1,496.82 |

- 9.2. Recent Receipts

| Details | Chq. no | £ |
|-----------------------------------|----------|--------|
| Memorial fee – plot 64 | Inc 2217 | 72.00 |
| Deed of Grant & interment plot 64 | Inc 2218 | 204.00 |
| Total Receipts | | 276.00 |

10. Policy Documents

| Document | Document Version | Authorised Date | Review date | Note |
|--|--------------------|-----------------|-------------|------|
| Standing Orders | Issue 1 | 18/5/2009 | June 2013 | |
| Model Code of Conduct | Issue 4 | 16/7/2012 | July 2013 | |
| Financial regulations | Issue 3 | 9/5/11 | May 2014 | |
| Parish Publication Scheme | issue 1 | 10/5/10 | June 2013 | |
| Committee Terms of Reference | Issue 1 | 10/5/10 | June 2013 | |
| Grant Aid Policy | Issue 1 | 16/8/10 | Aug 2013 | |
| Code of Practice for Handling Complaints | Under Construction | | | |
| Parish Council Administration | Under Construction | | | |

It was agreed that the policy documents would be reviewed by the new committee.

11. Correspondence

11.1 Letter received from Mrs Elaine Stott re. passageway between Paddock Gardens and Bannets Tree Crescent.

Refer to South Gloucestershire Council as PC does not wish to become involved.

12. Any other business

12.1. Transfer to new Clerk – update on progress

Training is underway with satisfactory progress.

12.1.1. IT arrangement for new office

Council agreed to allow Outgoing and Incoming Clerk to arrange as necessary. Any additional expenditure to be authorised by TH or JC.

12.1.2. File Archiving

Parish documents currently held by the outgoing Clerk will be placed in storage in the attic space of the Jubilee Hall.

12.1.3. Website Date

JC requested that the minutes date on the website be brought up to date.

The next meeting of the Finance and General Purposes Committee is on Monday 3rd June at 7.30pm.