

Minutes of the meeting of the Finance & General Purposes Committee

Held on 3rd June 2013 at 7.30 pm in the Bush Room

Present: - Cllrs. Terry Hunt (Chairman) (TH), Alison Peters (AP), John Cutland (JC), Phil Squires (PS), Brian Lee (BL), Marcus Fry (MF), Ann Wilkins (AW), Steve Blick (SB).

Graham Smith (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 13th May 2013 and Matters Arising

Resolved: The Minutes of the meetings held on 13th May 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 (03/06/13)

5.2.2. ***F130204-1 to consider the future of Jubilee Hall car park lease.***

Action to Clerk & BL

On-going (03/06/13)

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 May 2013

The financial position at the end of May 2013 was discussed.

F13.010 Resolved: *The F&GP committee accept as accurate the financial reports for May 2013.*

8. Financial Matters

8.1. Retiring Clerk.

On-going (03/06/13)

8.2. Quotation from York Fencing for repairs to Parish Notice Board on Parade

F13.012: Resolved: To progress the repairs as per the quotation.

8.3. Clerk Training – RBS Alpha Finance System – 9th or 14th July (full day) = £80

F13.013: Resolved: Clerk to attend RBS Alpha Finance System Training day.

8.4. Cost for transfer & installation of IT equipment to new office = £183.00 (less VAT)

F13.014 Resolved: To complete transfer and installation as per quotation.

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised by Cllrs Brian Lee and Terry Hunt 3rd June 2013

Details	Chq. no	£
Cemetery Rates	DD	55.00
Bus Shelter – Bench & Polycarb Sheet	2272	283.81
Grounds Maintenance	2273	1,038.20
Hardware set up – New Clerks office	2274	183.00
Printer/Copier	2275	18.55
Total Payments		1578.56

9.2. Recent Receipts

Details	Chq. no	£
NONE		

10. Policy Documents

Document	Document Version	Authorised Date	Review date	Note
Standing Orders	Issue 1	18/5/2009	June 2013	To Action
Parish Publication Scheme	issue 1	10/5/10	June 2013	To Action
Committee Terms of Reference	Issue 1	10/5/10	June 2013	To Action
Code of Practice for Handling Complaints	Under Construction			To Action
Parish Council Administration	Under Construction			To Action

10.1.1.

F130603-1 to address action points above

Action to Clerk & AP

11. Correspondence

11.1 Email received from Adam Withers re – Solar Farm Application and request to attend Parish Council meeting. – Council agreed that there was no need for Mr Withers to attend; however should he decide to do so he may address the Council as a participating member of the public for a period of 5 minutes.

11.2 ALCA Training Courses – Noted

11.3 Complaint received via email Re timings of street lighting – Council agreed that this should be referred to South Gloucestershire Council.

12. Any other business

12.1. Transfer to new Clerk – update on progress

The new clerk had no major concerns to report.

12.1.1. IT arrangement for new office

The new clerk reported that this has been completed with the exception of the telephone number which is currently on divert.

12.1.2. Co-op - Maturity of Fixed Rate Deposit account.

F130603-2 Clerk to refer to JC

Action to Clerk & JC

The next meeting of the Finance and General Purposes Committee is on Monday 1st July at 7.30pm.

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Committee**

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8.1. Retiring Clerk Gratuity payment.

JC read a confidential email from John Furze, County Secretary, Avon Local Councils Association highlighting recommendations from Martin Fire (Solicitor).

F13.011: Resolved: In accordance with the Regulations (Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011) the Council does not have the power to make a discretionary payment of a gratuity to employees whose employment terminates after 16th January 2012. Therefore the Council is unable to pay a gratuity to the retiring clerk.

AP will communicate this resolution to the retiring clerk.