

Minutes of the meeting of the Finance & General Purposes Committee**Held on 1st July 2013 at 7.30 pm in the Bush Room****Present:** - Cllrs. Alison Peters (AP) (Chairman), 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

Terry Hunt

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 3rd June 2013 and Matters Arising**Resolved:** The Minutes of the meetings held on 3rd June 2013 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

To develop an action list which details all outstanding actions and target date so ongoing actions do not need to be placed on the agenda but attached under separate cover.

5.2.1. ***F130701-1 to construct a detailed action plan for ongoing outstanding actions.******Action to Clerk***5.2.2. ***F121105-1 to construct a detailed plan for the loss of personnel to perform key tasks.******Action to Clerk***

On-going and to be placed on action list with a time limit set for the end of year.

5.2.3. ***F130204-1 to consider the future of Jubilee Hall car park lease.******Action to Clerk & BL***

On-going (03/06/13) – to be placed on action list without a time frame as this is in motion. A meeting was held with solicitors and costs were requested. The action is with the Jubilee Hall committee to obtain further advice and then this information will be passed to the Parish Council when available.

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments – Three termination notices were forwarded to plot holders this month due to growth of undergrowth and lack of use. Two plot holders termination date was set for 30th June and the other for 31st July. The people at the top of the allotment waiting list have been informed.

- 6.3. Playing Fields & Open Spaces Committee – PS & Clerk spent several hours repairing the damage to the zip wire and this is now in working order. However it was carried unanimously that this must be formally inspected and approved prior to re-commissioning. The zip wire was taken out of service by chaining chair to stand (completed after meeting).

F130701-2 to arrange for inspection of zip-wire and return to service.

Action to Clerk

JC requested that the Parish Council approach Shirley Holloway (Governor of Marlwood School) in order to speed up the enquiries/investigation relating to the identification of the student who allegedly damaged the zip-wire.

F130701-3 email Shirley Holloway

Action to Clerk

7. Financial Reports

7.1. Financial reports for June 2013

The financial position at the end of May 2013 was discussed. JC raised questions which the clerk will discuss with JC.

F130701-4 to examine in detail the committed expenditure figures on the RBS system.

Action to Clerk

The committee commented that there was not the requirement to produce a full set of reports for each F & GP meeting and that a concise breakdown of information would be more useful.

8. Financial Matters

- 8.1. None

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

- 9.1. Payments authorised by Cllrs Brian Lee and Marcus Fry on 1st July 2013

Details	Chq. no	£
Digger & Driver – Allotment Pathway	2286	180.00
Work to Greenhill Parade Notice Board	2287	352.00
Clerk Expenses – Mileage & Stationery	2288	19.91
Invoice 1124	2289	1038.20
Total Payments		£1590.11

- 9.2. Recent Receipts

Details	Chq. no	£
Bank of Ireland – Gross Interest	N/A	£7.02

10. Policy Documents

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

10.1.1.

F130701-5 to add to action list and address points above***Action to Clerk & AP*****11. Correspondence****12. Any other business**

12.1.1. Reminder of Fish & Chip Supper in aid of the Defibrillator at the Ship Hotel on Friday 12th July at 7.00PM - & bring friends

12.1.2. JC requested that letters relating to homeowners access to Parish land should be sent immediately

F130701-6 Draft and distribute letters.***Action to Clerk***

Meeting Closed - 20:15

The next meeting of the Finance and General Purposes Committee is on Monday 5th August at 7.30pm.