

Minutes of the meeting of the Finance & General Purposes Committee

Held on 6th January 2014 at 7.25 pm in the Bush Room

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

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 meeting held on 2nd December 2013 and Matters Arising

13056 Resolved: The Minutes of the meetings held on 2nd December 2013 were approved and signed by the Chairman.

5.1. Matters Arising – (MF) requested that item 12.2 on the F & GP Committee minutes dated 2nd December be noted as closed.

5.2. Ongoing actions were noted from action list and prioritised (AP) advised that the action lists contain a key placing timescales to priority numbers and that a detailed narrative of the action points to be included in future action lists.

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments – none

6.3. Playing Fields & Open Spaces Committee

6.3.1 (PS) requested that the committee approve £333 for labour (York Fencing) relating to the annual Health & safety Inspection for play areas and play equipment. This figure represents approximately one third of items on the list for attention none of which are prioritised as urgent. (Clerk) advised the committee that this figure did not include materials and would advise the committee once the figure becomes available. Proposed (TH), Seconded (AP).

13057 Resolved: The F & GP Committee approve spending £333 for labour to rectify issues raised in the Annual Health & Safety Inspection report.

7. Financial Reports

All reports are filed separately and not included in meeting notes.

13057 Resolved: The financial reports as presented were accepted as accurate.

(JC) raised an issue with regard to the narrative placed upon the reports not being comprehensive enough to fully describe the payment. (Clerk) stated that the RBS system only allows a maximum of

20 characters to input detail but would endeavor to me more accurate / descriptive with regard to payments in future reports.

8. Financial Matters

8.1. 2014/15 Budget

(Clerk) reported that, as yet there had been no further update from SGC over the proposals received via a letter dated 12th December and that details relating to the actual LCTS grant payment will not be available until at least mid-January.

(Clerk) raised concerns relating to how SGC would administer the finances relating to the new Highway adopted land grass cutting and dog bin initiative. This would have a major impact upon how the Clerk would set budgets on the RBS accounting system and how much precept is to be claimed. Should SGC administer in a similar way to the way in which special expenses are administered there would be no requirement to increase budget spend as SGC would take the cost direct from residents through council tax (as directed through the recent public consultation). However should Alveston PC be billed directly by SGC this will need to be budgeted for and will affect the precept application. This information is time critical as the precept application needs to be submitted to SGC by 31st January. (Clerk) informed committee that a meeting had been set up with Michael Dixon of SGC for 7th January but had to be cancelled due to illness.

(TH) explained to the committee the SGC proposals as detailed in a letter from SGC finance dated: The normal parish budget setting process is:

1. Calculate the net Parish Council expenditure for the coming year (the Budget).
2. Calculate the Precept requirement.
3. Determine the % increase in Council Tax payable. If not acceptable, recalculate (1), etc.

2013/14 Alveston PC Budget setting

2013/14 The Council Tax Base was declared as 1178

2013/14 The Band D Equivalent Parish Council Tax - £39.49

2013/14 Parish Precept was £46519 (£39.49 x 1178)

2014/15 Alveston PC Budget Setting

Alveston PC's 2014/15 Council Tax Base – 1,269

Band D Equivalent Parish Council Tax - £41.85

2014/15 Parish Precept = £41.85 x 1269 = £53,107.65

2014/15 LCTS Grant = £2,198

2013/14 Total payable to Parish = £53,107.65 + £2,198 = £55,305.65

The resolution from the December PC meeting allowed for the 2014/15 Precept income to be increased by 5% from the previous year and the additional street care initiative (resident consultation) to be added to this. (TH) also reported that confirmation of the LCTD will be made at a SG committee meeting that day but is likely that the proposed £2,198 be accepted.

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised by Cllrs Alison Peters & John Cutland

Details	Chq. no	£
Grounds Maintenance Contract-Dec	2364	1038.20
Total Payments		£1038.20

9.2. Recent Receipts

Details	Ref.	£
Gulwell – Invoice 13/048	Inc 2366	82.00
Bank Interest	N/A	2.75
Total Receipts		£84.75

10. Policy Documents

F130701-5 - Documents that form the Policy Set for the Council and the schedule for review are on the action list.

11. Correspondence

None

12. Any other business

- 12.1 (AW) & (SB) requested that all committee members are involved in all decisions taken by the appropriate committees and not delegated to Chairmen or sub-committees. (AP) advised that this should be a matter raised at a Parish Council meeting and requested that (Clerk) place this on the agenda for discussion at the next PC meeting.

F140106-01 – Place item 12.1 on PC agenda 20th January 14.

Action to Clerk

Meeting Closed – 20.15

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