

Minutes of the meeting of the Finance & General Purposes Committee

Held on 12th May 2014 at 7.30 pm in the Bush Room

Present: - Cllrs. Terry Hunt (TH) (Chair), Alison Peters, Mike Webb (MW), Ann Wilkins (AW), Steve Blick (SB), Paul Caddick (PC), James Sumner (JS)
Graham Smith (Clerk)

1. Apologies accepted for Absence

Cllrs. Phil Squires, Marcus Fry

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meeting held on 7th April 2014 and Matters Arising

5.1. Approval of The Minutes of the meeting held on 7th April 2014

14.008 Resolved: The Minutes of the meetings held on 7th April 2014 were approved and signed by the Chairman

5.2. Matters Arising – None

5.3. Outstanding Actions –

Clerk expressed concern relating to action F-131007-8 "*Land Registration – Obtain relevant deeds prior to registration (consult Gloucester Council Registry (Aldgate Street))*" as time allowed for completion was due. (Clerk) after a search through historical council documents and a meeting with Alveston Historical Society was unable to find the relevant documentation. (AW) suggested that the deeds do not exist as the land transfer pre-dated the deed process and felt that contacting Gloucester Council Registry would be necessary in taking this further.

PC140512-01: Contact Gloucester Council Registry at Aldgate Street.

Action to Ann Wilkins

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 Finance Report for March 2014

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

14009 Resolved: The financial reports as presented were accepted as accurate and signed by the Chairman.

8. Financial Matters

8.1. Ear Marked Reserves

(Clerk) requested an analysis of the earmarked reserved for the 2014/15 financial year. (AP) proposed that the Clerk gratuity be removed and be transferred to the election expenses reserve as the current allocated would not meet the full cost of an election. (SB) seconded the proposal and the committee were all in favour.

14010 Resolved: The staffing/gratuity fund be removed from Ear Marked Reserves and the balance be allocated to Election Expenses.

8.2. New deposit arrangement with the Bank of Ireland – Clerk informed the committee that the Bank of Ireland will no longer accept postal lodgements as from 11th June 2014 and an arrangement will be made with the post office to accept payments into the Parish Council account.

8.3. (Clerk) requested the committee complete and approve a new bank mandate for the Bank of Ireland with updated information relating to the members in readiness for approval by the full committee at the meeting - 19th May 2014.

8.4. (Clerk) informed the committee that the South Gloucestershire Council internal audit had been completed and advised the committee that a “High” standard grade had been obtained. The one observation that the auditor formally highlighted was the results of the 2012/13 Audit had not been formally communicated to the committee.

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised by Cllrs Alison Peters & Steve Blick

Details	Chq. no	£
Grounds Maintenance Contract-April	2411	1176.20
Photocopy & Printing	2412	17.29
Internment of ashes – plot 74	2413	75.00
Water Rates- Playing Fields	2414	16.71
Year End – Remote training	2415	120.00
Annual Subscription	2416	17.00
Clerk Expenses/Room Hire, Stationery	2417	65.37
Total Payments		£1,487.57

9.2. Recent Receipts

Details	Ref.	£
Allotment Plot - 32	Inc2297	27.55
Allotment Plot - 11	Inc2298	27.55
Allotment Plot - 16	Inc2299	27.55
Allotment Plot - 31	Inc2315	27.55

Details	Ref.	£
Allotment Plot - 3	Inc 2316	27.55
Allotment Plot - 17	Inc2317	27.55
Allotment Plot - 34	Inc2318	27.55
Allotment Plot - 19	Inc2319	27.55
Allotment Plot - 20	Inc2320	27.55
Allotment Plot – 29	Inc2321	27.55
Allotment Plot – 6A	Inc2322	16.50
Allotment Plot - 14	Inc2323	27.55
Allotment Plot - 27	Inc2324	27.55
Allotment Plot - 24	Inc2340	27.55
Allotment Plot - 12	Inc2341	27.55
Allotment Plot - 2	Inc2342	27.55
Internment & Grant – Plot 77	Inc2343	260.00
Total Receipts		£689.75

10. Policy Documents

None

11. Correspondence

None

12. Any other business

12.1 Bristol Water – Invoice relating to issues

(Clerk) informed the committee that a water bill for £261.92 had been received for water usage at the allotments. This appears to be in excess of normal usage and would indicate that a leak had occurred. Upon further investigation and a subsequent meter reading it appeared that normal usage had been resumed, which does not indicate a leak. (Clerk) provided historical billing information to AAA and requested that the issue be investigated and recommendations be provided.

(AW) read to the committee the AAA report which indicated that estimated readings were incorrect and a reading taken on 12/4/13 is likely to be unreliable as the meter containment had been depressed by commercial traffic running over it and had been covered by soil and debris for a considerable time. The rough average consumption by allotment holders is 113 cu m per annum and considering an average family of 4 will use in the region of 120 cu m per annum the accumulative / adjusted recent water bill does not seem unreasonable.

(TH) advised that the water bill be paid and suggested to the committee that a meter reading be taken at each allotment inspection.

Meeting Closed – 20.02

**The next meeting of the Finance and General Purposes Committee is on
Monday 2nd June at 7.30pm.**