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**Minutes of the meeting of the Finance & General Purposes Committee****Held on 7<sup>th</sup> Nov 2016 at 7.30 pm in the Bush Room****Present:** - James Sumner (JS) (Chair), Alison Peters (AP), Ann Curtis (AC), Marcus Fry (MF), Mike Webb (MW).

Graham Smith (Clerk)

**1. Apologies accepted for Absence**

Mike Webb (MW)

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of meeting held on 3<sup>rd</sup> Oct 2016 and Matters Arising**5.1. Approval of the minutes of the meeting held on 3<sup>rd</sup> Oct 2016**16.057 Resolved:** The minutes of the meetings held on 3<sup>rd</sup> Oct 2016 were approved and signed by the Chairman

- 5.2. Matters Arising – (Clerk) informed Cllrs that he had been in contact with South Gloucestershire Council relating to the laying of boulders on the Down Road greenspace and invited a representative to consult with the Green Space Development Committee. (Clerk) reported that the view of SGC was that they are required to begin the “C3” process prior to any further discussions. (The process which asks the utilities companies who have an interest in the space beneath the land concerned whether they will approve of the boulder laying or whether it be necessary to divert any underlying infrastructure). SGC informed (Clerk) that if the project was cancelled due to issues raised through the C3 process then the costs of the process would be borne by SGC.

(AP) proposed that the Finance Committee approve SGC to proceed with the C3 process. (MF) seconded the proposal and all Cllrs unanimously agreed.

**16.058 Resolved:** The Finance Committee approve SGC to proceed with the C3 process.**F161107-01:** Instruct SGC to proceed with the C3 process.**Action to (Clerk)**

- 5.3. Outstanding Actions – None

**6. Matters Arising from Committee Reports**

- 6.1. Planning Committee – None

- 6.2. Footpaths & Allotments Committee – None

- 6.3. Playing Fields & Open Spaces Committee – (AC) informed the Committee that the Playing Fields and Open Spaces Committee approved a 3% increase on the Grounds Maintenance Contract budget and that the 2017/18 charges were approved to be increased by 2%.

**7. Financial Reports**

- 7.1.
- Finance Report October 2016

(JS) informed Cllrs that he had reviewed the financial reports and confirmed that all appeared in order.

**16.059 Resolved:** The financial reports for October as presented were accepted as accurate.

## 8. Financial Matters

### 8.1. 2017/18 Finance & General Purposes Budget

(Clerk) presented to Councillors a draft budget for 2017/18 and further to the guidelines given at the F & GP meeting 3<sup>rd</sup> Oct (Clerk) informed Cllrs that he had endeavoured to maintain the budgets as similar to those of 2016/17 as possible. Areas (Clerk) highlighted to consider was that a reduction in the LCTR grant by SGC had not been confirmed but it is believed that this be halved on the previous year and an allowance for this was made in the 2017/18 proposed budget and an inevitable increase in the precept was required to cover this. The Clerk Pension scheme was added to the 2017/18 budget but the increase in this cost was offset by savings made to insurance premiums.

(JS) proposed that the Finance & General Purposes Budget be approved as presented. (AP) seconded the proposal and all Cllrs unanimously agreed.

**16.060 Resolved:** The Finance & General Purposes Budget is approved as presented.

### 8.2. 2017/18 – Charges Proposal

(Clerk) presented to Cllrs the 2016/17 charges schedule as approved by the Playing Fields and Open Spaces Committee and that of Cemetery charges for 2016/17 and a proposal for an increase of 2% for 2017/18 budgets to the cemetery.

(JS) proposed that the increase of 2% to playing field charges be implemented as presented by the PF & OS committee, (AP) seconded the proposal and all Cllrs unanimously agreed. (AP) proposed that the same increase of 2% be implemented to the 2017/18 cemetery charges, (JS) seconded the proposal and all Cllrs unanimously agreed.

**16.061 Resolved:** The Finance Committee approve an increase of 2% across all Playing Field and Cemetery Charges.

### 8.3. Clerk Salary

(Clerk) informed Cllrs that due to an error of information at the previous meeting that the Clerk Salary review should be reconsidered at which point (Clerk) left the room.

(AP) proposed that with immediate effect (Clerk) salary be increased by 1 scale point to PT 28 with a review and performance appraisal with (MF) after a further three months. (MF) seconded the proposal and all Cllrs unanimously agreed.

**16.062 Resolved:** The Finance Committee approve an increase in (Clerk) salary of 1 scale point to PT 28 with a review and performance appraisal with (MF) after a further three months.

### 8.4. S137 Payments

(JS) informed the Committee that £310 of the £1,082 budget had already been spent on S137 payments. (Clerk) informed the committee that three applications had been received and that a further application was forthcoming immanently.

**16.063 Resolved:** The committee recommends that the Parish Council makes the following Grant Aid awards for year ending 31-March-2017

- CAB - £200
- Alveston Youth Centre - £222
- Helmet - £250
- Thornbury Composting - £100

Royal British Legion - £75 (previously approved).

**9. Authorisation of Payments**

9.1. Payments authorisation by Cllrs Anne Curtis &amp; Alison Peters

Details	Chq. no	£
Grounds Maintenance Contract - Oct	2740	1212.20
Various Repairs (16-004)(16-003)	2741	265.00
Total Payments		£1477.20

9.2. Recent Receipts

Details	Ref.	£
VAT Return	T/Fer	1788.22
Headstone – Grave plot	Inc2717	146.00
Pitch Hire 2016 season	Inc2719	540.00
Total Receipts		£2,474.22

**10. Correspondence**

None

**11. Website / Helmet**

(JS) requested to (Clerk) that a narrative be written and placed on website / Helmet informing residents of the decisions made relating to the installing of boulders on the Down Road green space.

**F161107-02:** Write a narrative concerning decisions made relating to the installing of boulders on the Down Road green space and place on the website / Helmet.

**Action to (Clerk)****12. Any other business**

(Clerk) presented to Cllrs his findings relating to the positioning of the wind turbines at the Ecotricity "Alveston Wind Park". It demonstrates that neither the substation nor any of the wind turbines are to be placed within Frampton Cotterall Parish Council boundaries and (Clerk) raised the question as to why Frampton Cotterall Parish Council are involved in the process. (Cllrs) recommended that in the first instance Cllr Shirley Holloway report on this at the Parish Council meeting on 21<sup>st</sup> November.

Meeting Closed 21.00PM

**The next meeting of the Finance and General Purposes Committee is on Monday  
5<sup>th</sup> December at 7.30pm.**