

**Minutes of the meeting of the Finance & General Purposes Committee****Held on 1<sup>st</sup> March 2010 at 8.30 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, John Head.  
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

Cllr Brian Davis

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None.

**5. Minutes of meeting held on 1<sup>st</sup> February 2010 and Matters Arising****Resolved:** The Minutes of the meeting held on 1<sup>st</sup> January 2010 were approved and signed by the Chairman.

5.1. Matters Arising

5.2. Outstanding Actions

**5.2.1. (6/4/09) Clerk to investigate how donations considered by other council's are reviewed.****Action to Clerk**

Ongoing – part of Finance Policy Document (1/3/10)

**5.2.2. (3/8/09) Clerk to request clarity on the provision of "employee retirement gratuities" from ALCA/NALC****Action to Clerk**

Ongoing. It appears that we are already in possession of all the relevant information. The only question outstanding is whether the retirement gratuity is compulsory for all employees. (1/2/10)

ALCA have now confirmed that it is entirely the decision of the individual council whether they award an employment retirement gratuity. The Parish Council had previously resolved to award retirement gratuities to existing employees if appropriate but to exclude the benefit from future employees. Action closed. (1/3/10)

**5.2.3. (5/10/09) Clerk to investigate the cost and feasibility of providing a litter bin in the cemetery and report to the Playing Fields Committee.****Action to Clerk**

Ongoing – The Clerk suggested that there are a number of litter bin requirements outstanding throughout the parish and it may be an opportune time to survey the total requirement and create a single project. (1/2/10)

Ongoing (1/3/10)

**5.2.4. 091207-3 The Clerk to review the employment contract of the operative undertaking the Bus Shelter Cleaning & Playground Inspections** **Action to Clerk**

Ongoing (1/2/10)

The copy of the operative's employment contract has now been reviewed and found to be in order. No further action to be taken. Action closed (1/3/10)

## 6. Matters Arising from Committee reports

- 6.1. Planning Committee – none
- 6.2. Footpaths & Allotments Committee - none
- 6.3. Playing Fields & Open Spaces Committee

### Cemetery Fencing Repair

In lieu of there being no PF & OS Committee this month, the committee were asked to make a decision on which of the three estimates for repair of the fencing at the Cemetery should be accepted. The following estimates had been received against the specification provided.

Greenfields of Churcham, Glos.	£690.00
Woodmans Fencing of Kingswood, Glos.	£945.70
York Fencing of Thornbury	£600.00

**Resolved.** To accept the estimate of £600.00 for fencing repairs at the Cemetery from York Fencing.

## 7. Financial Reports

- 7.1. Receipts & Payments

**Resolved:** The Receipts & Payments statement for Feb 2010 was accepted and signed by the Chairman.

- 7.2. Budget Report & Interim Account

**Resolved:** The Budget Report and Interim Account for Feb 2010 were accepted.

- 7.3. Bank Reconciliation

**Resolved:** The Bank Reconciliation statement for Feb 2010 was accepted and signed by the Chairman.

## 8. Financial Matters

None

## 9. Authorisation of Payments & Income Received

- 9.1. Payments

The following payments were approved and authorised by Cllrs. Cutland and Head.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance - February 2010	1712	1,181.36
HSBC (Midland Forestry)	Tree works at Jubilee Field	1713	611.00
	Total expenditure		1,792.36

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to Feb 5th 2010 ( net of costs )	dc	-0.02
Co-operative Bank	Untaxed Interest to 5th Feb 2010	dc	-6.37
Mr & Mrs T Curtis	Grant Remains Plot 1	inc 1617	-34.00
	Total expenditure		-40.39

## 10. Policy Documents

### The Policy Document Plan

**Resolved.** The revised Policy Document Plan is agreed.

Document	Document Version	Target Date	Authorised Date
Standing Orders	Issue 1		18/5/2009
Model Code of Conduct (A revision (issue 2) has been circulated to all members for comment and authorisation on 15/2/10)	Issue 2		15/2/2010
Financial regulations	Under Construction	1/3/10	
Parish Publication Scheme	draft near completion for circulation.	1/3/10	
Guide to Information	GTI 081218	1/4/10	
Committee Terms of Reference	SCTOF 090324	1/3/10	
Code of Practice for Handling Complaints	Under Construction	1/4/10	
Parish Council Administration	Under Construction	1/4/10	

## 11. Correspondence

13-Feb-10	L	SG Democratic Services Officer	Allowances for members
15-Feb-10	L	Victim Support	Funding Request

## 12. Any other business

12.1. Requests from the Community Forum referred from the Full Council meeting 15 Feb 2010.

**12.1.1. PC100215-1 The Council to consider granting permission to bring animals onto the Recreation Ground for "The Show." Action to Council**

**Resolved.** To recommend to the Full Council to allow animals to be brought on to the Jubilee/Lime Kiln Fields under the proviso that the Community Forum is responsible for repairing all damage and the clearing of any residue.

**12.1.2. PC100215-2 The Council to consider granting permission to allow vehicles on to the Recreation Ground for "The Show" for stall holders and as a car park. Action to Council**

**Resolved.** To recommend to the Full Council to allow small/medium vehicles on to the Jubilee/Lime Kiln fields subject to the state of the ground and weather conditions determined at a late inspection on the Friday prior to The Show. The car park to be sited adjacent to Greenhill near the Jubilee Hall gate and properly roped off and continuously marshalled throughout the event.

**12.1.3. PC100215-3 The Council to investigate the insurance cover provided for The Show and confirm with the Community Forum. Action to Council**

The committee determined that the Clerk should consult with our brokers over the detail of the query.  
**F100301-1 Clerk to confirm with Came & Co. the insurance cover provided for the event.**

**Action to Clerk**

**12.1.4. PC100215-5 The Council to consider the request from the Community Forum to underwrite or donate the cost of hiring a marquee (approx £350) for "The Show." Action to Council**

Cllr John Cutland expressed concern that the Council had purposely kept the precept at 2009/10 level despite a good proportion of our "fixed costs" being subject to increases outside our control. We were also being asked to consider funding some Youth Centre repairs, additional expenditure on the play areas and some additional costs of setting up the allotments. These items, together with expenditure already in the pipeline were going to place the 2010/11 budget under extreme pressure. We should not support this request.

Cllr Terry Hunt in agreeing with John Cutland suggested that The Show was expecting some grant funds from other sources and could also aim to be self-financing to a greater extent. Should they not be considering some smaller "fund-raising activities" to build some funds to finance this major event?

**Resolved.** To recommend to the Full Council that due to the pressures on the Council's 2010/11 budget we should decline the request to underwrite the marquee costs for The Show.

**12.1.5. PC100215-6 The Council to give details of the Cemetery Naturalisation Project to the Community Forum in support of it's Village of the Year project. Action to Council**

The committee determined that the Clerk should identify with members of the PF & OS Committee the detail of the project and forward to the Community Forum...

**F100301-2 Clerk to confirm the details of the Cemetery Naturalisation Project.**

**Action to Clerk**

**12.1.6. PC100215-7 The Council to consider erecting a display of all previous John Dyer Award winners in the Jubilee Hall. Action to Council**

The committee agreed that this would be an appropriate item to display and asked the Clerk to consider how this could be achieved. Previous winners were:

1995	John Dyer	Michael Elcock	Jean Nunn
1996	Kathleen Edmunds	Eva Reeves	
1997	Joan & Arthur Roddell	Becky Clarke	
1998	Brian & Margaret Woodland	Elizabeth Cross	
1999	Karen Vizard	Anita Basit	
2000	Pam Forrest		
2001	Margaret Reed	Roland Harley	
2002	Christine & Harry Tymms	Valerie Fergyson	
2003	Bob Champion	Evelyn Skelton	
2004	Christine Box		
2005	Ann Wilkins		
2006	Margaret Streatfield		
2007	June Wotton		
2008	Janet Painter		
2009	Margaret Poole	Rosemary Manley	

**F100301-3 Clerk to consider an appropriate display of all past recipients of the John Dyer Award. Action to Clerk**

**12.1.7. PC100215-8 The Council to consider all requests for assistance with the production of printed material from the Community Forum. Action to Council**

The committee confirmed that a previous resolution had been passed where all locally produced printed matter could, subject to time availability, be produced for the Community Forum by the Parish Office and at Parish Council expense.

**12.2. Supplementary Member of the Finance & GP Committee**

Cllr Terry Hunt explained that for some time he had felt it would be beneficial to increase the membership of the Finance & GP Committee by one member. Currently the committee is formed by the chairmen of each Council Committee plus the Chairman and Vice Chairman of the Council. The current format could lead to some suggestions that the committee does not fairly represent the views of the Council and has on a number of occasions come perilously close to not having a quorum for its meeting. Cllr Hunt suggested that we should ask for a volunteer from the Council membership.

Cllr John Cutland supported the proposal.

**Resolved.** To recommend to the Full Council that the membership of the Finance and General Purposes Committee be increased by one volunteer member of the full council. In the case of two volunteers, the committee member to be chosen by a full Council vote.

**12.3. School buses using Davids Lane**

The Clerk reported that he had received a communication from SG following his request that they encourage the school buses not to use Davids Lane.

Julie Day, Principal Transport Officer in the Integrated Transport Unit confirmed that whilst picking up and delivering children, the school buses have a specified route. However, once the school transport task is complete, the bus drivers are free to travel any unrestricted road. Davids Lane has no restrictions. Julie did offer to contact the companies involved and ask that they encourage their drivers not to use Davids Lane.

The meeting was closed at 9.15 pm.