

Minutes of the meeting of the Finance & General Purposes Committee**Held on 12th April 2010 at 8.30 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Brian Davis, Mike Webb.
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

Cllr Alison Peters, John Head

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None.

5. Minutes of meeting held on 1st March 2010 and Matters Arising**Resolved:** The Minutes of the meeting held on 1st March 2010 were approved and signed by the Chairman.

5.1. Matters Arising

None

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. (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)

5.2.3. 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.

F100301-1Clerk to confirm with Came & Co. the insurance cover provided for the event.**Action to Clerk**

The Clerk has communicated with Came & Co. who have confirmed that public liability insurance is valid but will not cover vehicle accidents unless there is complete segregation between vehicles and the public. Other detail was provided and his will be communicated to the CF. 12/4/10

5.2.4. 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

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

A temporary list has been erected by Elaine & Brian Lee and the Clerk was asked to discuss with them their intentions.

6. Matters Arising from Committee reports

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

7. Financial Reports

7.1. Receipts & Payments

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

7.2. Budget Report & Interim Account

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

7.3. Bank Reconciliation

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

8. Financial Matters

1.1. Year end Financial Reports

1.1.1. Final Accounts 2009/10

1.1.2. Accounts Statement – General & Reserve Accounts

1.1.3. Balance Sheet – Do the accounts and the actual amounts in banks balance?

1.1.4. Summary Budget Report – Actual Committee accounts and totals against budgeted amounts.

1.1.5. Operating Budget – the full budget report, all the detail behind the summary in 8.1.4

Resolved: The Committee accepted the 2009/10 Accounts as presented and would recommend to the Full Council that they be accepted.

9. Authorisation of Payments & Income Received

9.1. Payments

The following payments were approved and authorised by Cllrs. Brian Davis & Mike Webb...

Payee	Details	Chq. no	£
South Gloucestershire	Cemetery Rates April	dd	57.88
South Glos Council	Emptying & Mtce of Dog Waste Bins 1 Dec - 31 Mar	1723	116.09
CRK Garden Manicures	Grounds Mtce to 31 March 2010	1722	909.45
Virgin Media Business	Broadband up to 27 May 2010	1725	25.85
ALCA	Annual Subscription	1726	557.63
CPRE	Annual Subscription	1727	29.00
South Glos Council	Emptying Litter Bins Jan - Mar 2010	1724	46.81
	Total expenditure		1742.71

9.2. Income Received is listed below

Payee	Details	Chq. no	£
Co-operative Bank	interest to 5-Mar-2010	dc	-5.76
D.M.Coster	Grant for Grave Plot 64	inc1740	-147.00
	Total expenditure		-152.76

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	30/4/10	
Parish Publication Scheme	draft near completion for circulation.	30/4/10	
Guide to Information	GTI 081218	30/4/10	
Committee Terms of Reference	SCTOF 090324	1/3/10	
Code of Practice for Handling Complaints	Under Construction	30/4/10	
Parish Council Administration	Under Construction	30/4/10	

It was noted that again target dates on the Policy Document Plan had not been achieved. The Committee, whilst accepting the time constraints on the Clerk asked that, if possible the documents could be in draft format in time for this year's audit.

11. Correspondence

12. Any other business

12.1. Annual Parish Meeting

The revised agenda, presented by Cllr John Cutland was agreed.
Cllr Peter Taylor would represent Brian Davis.

12.2. ALCA Subscription

The revisions were noted.

12.3. WSE – Alterations to Power Cables – signature required

The documents were signed by Cllr John Cutland

12.4. Alveston Charities

Cllr John Cutland passed on some disquiet expressed by Cllr Bernard Willcox about the structure and running of the Alveston Charities committee. It was decided to investigate if the Parish Council had any obligation to take a greater interest in its current activities.

F100412-1 Clerk to determine the Parish Council's formal relationship with the Alveston Charities.

Action to Clerk

The meeting was closed at 8.40 pm.