

**Minutes of the meeting of the Finance & General Purposes Committee****Held on 2<sup>nd</sup> Aug 2010 at 8.00 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Brian Lee, Alison Peters, Brian Davis  
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

None

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

Mr Ivor Bryant (Chairman of Youth Centre Management Committee)

**4. Declaration of Interests**

None.

**5. Minutes of meeting held on 7<sup>th</sup> June 2010 and Matters Arising****Resolved:** The Minutes of the meeting held on 7<sup>th</sup> June 2010 were approved and signed by the Chairman.

## 5.1. Matters Arising

None

## 5.2. Outstanding Actions

5.2.1. ***(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***

It was agreed to create a small project where the Clerk would prepare some maps of the Parish and an identification list as a pack which volunteer Council members would use to each survey a part of the Parish. This would create a complete survey of the Parish's litter and dog bins, their location, type and condition.

***F100510-1 The Clerk to prepare Litter/Dog Bin Survey Packs.******Action to Clerk***

Ongoing (2/8/10)

5.2.2. ***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.

The action prompted a discussion on the process, committee and rules of the John Dyer Award. Several members had been involved with the award both since its inception and later and felt it may be time to review the award. It was agreed to invite the chairman of the committee to review the award with council members.

***F100510-2 The Clerk to invite the chairman of the John Dyer Award to meet with Council members.******Action to Clerk***

Ongoing (2/8/10)

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

The Clerk stated that there is no formal relationship with the Alveston Charities and independent trust, other than its requirement to nominate two people to serve as nominative trustees. The nominees need not necessarily be councillors.

Action Closed

5.2.4. ***F100607-1 The Clerk to draft a donations "process" for discussion.*** ***Action to Clerk***

The Clerk circulated the draft process and asked for comment back.

5.2.5. ***F100607-1 The Clerk to place an article in Helmet asking local groups to apply for grants.*** ***Action to Clerk***

An article had appeared in Helmet.  
Action Closed.

## **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 July 2010 was accepted and signed by the Chairman.
- 7.2. Budget Report & Interim Account  
**Resolved:** The Budget Report and Interim Account for July 2010 were accepted.
- 7.3. Bank Reconciliation  
**Resolved:** The Bank Reconciliation statement for July 2010 was accepted and signed by the Chairman.

## **8. Financial Matters**

### 8.1. Reserve Account

The Reserve Account dated 31/7/10 was presented with proposed 2010/11 annual transfers included.

John Cutland made comment that the figures presented did not match those discussed earlier in the year and he would like confirmation of which figures were correct.  
(Subsequent discussion established that the figures presented were in fact correct at 2009/10 year end and that the disparity was due to comparison with figures from an earlier date.)

Terry Hunt expressed concern that the £1,974 listed as Youth Centre Reserve was not a general fund that was available to use as the grant towards the YC roof problems. Historically the reserve

fund had been created specifically to use if the YC Management Committee failed and the Council were required as Custodial Trustees, to assume management of the YC.

It was agreed that this fact should not alter the Council's resolve to support the YC with a grant for £2k towards the roof repair.

In view of the confusion over the correct figures it was decided to defer the discussion about this year's allocation of reserves until the next meeting

## 8.2. Youth Centre Grant for Roofing Repairs

Mr Ivor Bryant joined the discussion.

It had previously been agreed that, in principle the Parish Council would award a grant of £2k towards the cost of the YC roof repairs and Mr Bryant said that a loan of a further £2k had been promised by the Jubilee Hall Management Committee. Mr Bryant said he would be seeking lottery funding and was also investigating other funding sources. He will also attend the CVS Funding Forum.

Mr Bryant also stated that if the YC Management Committee were unable to obtain sufficient funds for a complete roof renewal, they would use the promised support and some of their own reserves to pay for "piecemeal" repairs to be carried out.

Alison Peters suggested that with the Pre-School seeking alternative premises this may be a good time to talk with them to see if there was any possibility of combining requirements of the two organisations.

In a general discussion about the work required and possible ways of funding it, it was generally agreed that the Parish Council along with other sections of the community should seek alternative ways of getting the work done. It was agreed that the Parish Council should be prudent and see what other costs it incurred in the year before giving any further financial support to this one project.

## 9. Authorisation of Payments & Income Received

### 9.1. Payments

The following payments were approved and authorised by Cllrs. Brian Davis and John Cutland.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance July 2010	1764	942.16
	Total expenditure		942.16

### 9.2. Income Received is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to 5-July-2010	dc	-0.02
Co-operative Bank	interest to 5-July-2010	dc	-5.97
P Crawford	Deed of Grant remains Plot 53	inc 1747	-35.00
P & V Carter	Deed of Grant remains Plot 47	inc1748	-35.00
	Total income		-75.99

## 10. Policy Documents

### 10.1. The Grants Procedure

Because of problems with the printer, the procedure had been difficult to read so replacement copy would be circulated for further discussion.

**11. Correspondence**

None

**12. Any other business****12.1. Parish Council Website**

Several questions had recently been asked about the progress being made with the replacement website. It was agreed that urgent action should be taken to complete the task agreed in March to work with Claire and Paul Jaggard to re-model "alveston.org".

The Clerk reported that he had attempted to give time to the preparation of the data and to arrange the transfer of the Domain but the routine and "important" day to day tasks are always of greater priority. The relentless demands of the regular meetings allows no time at all for other "community-wide" work. The Clerk's paid time is 20 hours per week but, as is the case with many Parish Clerks, he regularly exceeds those hours.

The Clerk had estimated that he would need two weeks to prepare the data for the Website but this could only be achieved if the Council were prepared to accept significantly reduced agendas, minutes and other during this period.

John Cutland commented that this Clerk workload problem had been getting worse and he had discussed the issues with the Clerk on a number of occasions. Additional paid-hours had, on some occasions been accepted.

Brian Davis asked if the Clerk would be prepared to accept a permanent increase in his hours per week, but this was declined.

Several options were discussed including hiring additional clerical support, outsourcing some activities and a general review of the workload to seek efficiencies. It was agreed that the Council would accept reduced general Clerk activities for the period required to complete the Website work and that this should be deemed his highest priority.

**12.2. Audit Plan**

This item was deferred until the next meeting.

The meeting was closed at 9.30 pm.