

Minutes of the meeting of the Finance & General Purposes Committee**Held on 1st August 2011 at 8.45 pm in the Bush Room****Present:** - Cllrs. Terry Hunt (Chairman), John Cutland, Brian Lee, Bernard Willcox.
Bob Phillips (Clerk),**1. Apologies accepted for Absence**

Cllr. Hannah Richmond (Work), Alison Peters (Work)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meeting held on 6th June 2011 and Matters Arising**Resolved:** The Minutes of the meeting held on 6th June 2011 were approved and signed by the Chairman.

5.1. Matters Arising

None

5.2. Outstanding Actions

5.2.1. ***F110509-1 That the financial accounts are brought up to date and operating entirely in the new finance system by 6th June 2011*** ***Action to Clerk***

As well as a major problem with the parish office computer, the Clerk had been unable to commit the time to progress this action as routine tasks, e.g. Agendas, minutes and email/post, financial matters, etc all had to be done.

Cllr Terry Hunt, whilst sympathising with the Clerk, stressed the importance of the task and suggested that, if necessary we would have to manage without detailed minutes or other. (6/6/11)

1/8/11 The Financial Reports have been brought up to date. Action Closed

5.2.2. ***F110509-2 the "ownership" of the Jubilee Hall and Youth Centre to be established.******Action to Clerk & Cllr Brian Lee***

Ongoing (6/6/11)

1/8/11 Ownership established. Action Closed

5.2.3. ***F110509-4 to form a sub-committee to explore the opportunity to have a Parish Council presence at the Community Show.******Action to Alison Peters***

Ongoing (6/6/11)

5.2.4. ***F110509-4 to produce a "time sheet" of two weeks work.******Action to Clerk***

The Clerk had produced a detailed time allocation sheet for two weeks in May, one totalling 37.5hrs and the other 26hrs worked when his contracted hours were only 20hrs. Two other weeks of time worked were 32hrs and 27hrs, the last being a bank holiday week with only 16 contracted hours.

1/8/11 the exercise is complete. Action Closed.

5.2.5. ***F110606-1 to review and make recommendations on the efficiency and serviceability of the Parish Council IT services and equipment.*** ***Action to Cllr James Sumner & Clerk***

1/8/11 the review of Parish IT services has been started with an inventory of current assets, services and technology. Minor changes made to the Council laptop to increase efficiency.

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments Committee – none

6.3. Playing Fields & Open Spaces Committee

Review of Charges - The committee supported the following resolution.

Resolved:

- To recommend that from September 1st 2011, the Playing Field Charges be raised by 10% and additional fees of £20 and £10 charged for football training sessions.
- To recommend that from September 1st 2011, the Cemetery Charges are raised by 5%.
- The increased charges to apply until 31st March 2012 or for the playing field charges the end of the football season, whichever is the later. The charges to be further reviewed in October/November when the budget is being considered.

7. Financial Reports

Finance Reports for months April, May and June 2011 were previously distributed to members of the committee.

7.1. Budget Reports dated 31/7/11

7.2. Account Balance for July 2011

7.3. Receipts & Payments for July 2011

7.4. Bank Reconciliation for July 2011

Some discussion took place about the format of the reports generated from the new Alpha Finance system. It was agreed that the Clerk and Cllrs John Cutland and Terry Hunt would meet separately to better understand the reports.

Resolved: The Financial Reports presented for April, May, June and July 2011 were accepted as a true reflection of the financial status of the Council.

8. Financial Matters

8.1. Internal Audit Plan 2010/2011.

The Clerk had distributed the Internal Audit Plan 2010/2011 following the review performed by SG Council Audit Department in May 2011. The intention had been to review the plan and agree actions but due to the lateness, it was agreed to defer this review for one month.

F110801-1 to review the Internal Audit Plan 2010/2011

Action to F&GP Committee

8.2. Risk Assessment Review 2010/2011.

The Clerk had distributed the Risk Assessment Review 2010/2011 document. The intention had been to carry out the review but due to the lateness, it was agreed to defer this review for one month.

F110801-2 to consider the Risk Assessment Review 2010/2011

Action to F&GP Committee

9. Authorisation of Payments & Income Received

9.1. Payments

The following payments were approved and authorised by Cllrs. John Cutland and Bernard Willcox.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance	1918	978.00
Office Depot	Stationery	1917	77.06
RBL Poppy Appeal	Donation & Wreath	1919	75.00
	Total expenditure		1130.06

9.2. Income Received is listed below

None

10. Policy Documents

None

11. Playbuilder

None

12. Correspondence

12.1.

21-July	E	SG Council	The Queens Diamond Jubilee celebrations - Guide to taking part
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The committee discussed various activities that may be happening to celebrate the Queens Diamond Jubilee but felt the opportunity should be shared with the community via Helmet.

F110801-3 to include in the next Helmet article a request for ideas and volunteers to celebrate the Queens Diamond Jubilee in 2012.

Action to Clerk

12.2.

25-July	E	Community Leadership Awards	Community Leadership Awards
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One Councillor had shown an interest in taking part in the Community Leadership award but the cost of £150.00 was felt to be rather excessive and outside of our current budget allocations. However, it was agreed that the Council should support training and development of Councillors. The Clerk was asked to clarify the training and discuss with the Councillor whether there was still a wish to take part.

F110801-4 to clarify the Community Leadership Award process and determine if there was still a need.

Action to Clerk

12.3.

25-Jul-11	E	Louise Carthy SG PCT-NHS	Invitation to meeting to discuss future health services for Thornbury
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No action taken.

13. Any other business

13.1. Proposed meeting between the Parade Working Group, Council and Wayne Rees.

Cllr John Cutland offered to attend the meeting on behalf of the Parish Council.

13.2. St Helen's School – Community Governor Questionnaire.

Mrs Chris Casey had prepared an aide memoir to help with her discussions with members, School Governors and staff about the future relationship between St Helen's School and the Parish Council.

Cllr Bernard Willcox expressed some concern with the initiative as he was not aware of a need to extend a relationship between the school and the Council. Cllr Terry Hunt also expressed some concern however both were prepared to support the idea.

13.3. Royal British Legion Poppy Appeal

The Clerk had recently received the booking form for the supply of the remembrance wreath and asked if the Council was going to give a donation similar to last years £75.00.

Resolved: As part of the 2011 Grant Aid Scheme, the committee approved a donation of £75.00 to the RBL Poppy Appeal.

13.4. Application for a Capital Grant

The Clerk had received an invitation to address the SGC Local Forum on 31 August in support of the Council's application for a capital grant to assist with the funding of the water supply to the Allotments. Would the committee endorse the Clerk undertaking this task?

Resolved: This committee support the Clerk attending the SGC Local Forum to support the Capital Grant Application.

13.5. Frank Barnwell – Commemorative Plaque.

Cllr Brian Lee asked that the Council consider an involvement in a project to install a commemorative blue plaque to celebrate the relationship between Captain Frank Barnwell aircraft designer and Alveston House. The cost of installing a blue plaque is estimated to be £600.

Cllr Terry Hunt suggested that there may be grant schemes that could be tapped to fund or part-fund the project. With the growing list of expenditure that the council seems to be embarking upon this year, he is concerned that this would be a cost too far.

More information would be sought.

The meeting was closed at 9.45pm.