

## Minutes of the meeting of the Finance & General Purposes Committee

Held on 5<sup>th</sup> September 2011 at 8.35 pm in the Bush Room

**Present:** - Cllrs. Terry Hunt (TH)(Chairman), John Cutland(JC), Brian Lee(BL), Bernard Willcox(BW), Hannah Richmond(HR), Alison Peters(AP).  
Bob Phillips (Clerk),

Before the start of the meeting both BW and AP asked if the Council could further discuss the timing of meetings as they were disappointed that because of the content of the previous meeting it had overrun and this meeting was 35 minutes late.

The chairman apologised and asked that the subject be placed on the agenda for the next Council meeting.

### 1. Apologies accepted for Absence

None

### 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> Aug 2011 and Matters Arising

**Resolved:** The Minutes of the meeting held on 1<sup>st</sup> Aug 2011 were approved and signed by the Chairman.

#### 5.1. Matters Arising

None

#### 5.2. Outstanding Actions

##### 5.2.1. ***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***

AP congratulated all those who took part in the Parish Council's stand at the Community Show and thanked the Clerk for his input. Action Closed

##### 5.2.2. ***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.  
5/9/11 ongoing

5.2.3. ***F110801-1 to review the Internal Audit Plan 2010/2011******Action to F&GP Committee***

See Item 8.1 Action closed.

5.2.4. ***F110801-2 to consider the Risk Assessment Review 2010/2011******Action to F&GP Committee***

See Action 8.2 Action closed.

5.2.5. ***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***

Article included. Action Closed.

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

Matter raised with the liaison officer, response still awaited. Ongoing 5/9/11

**6. Matters Arising from Committee reports**

6.1. Planning Committee – none

6.2. Footpaths &amp; Allotments Committee – HR

The FP&A Committee are recommending the early commencement of the contract to install the water supply to the allotments now that a Capital Grant has been secured from SG Council and were seeking the support of this committee.

The costs associated with this project are as follows;

Contractor 3 - pipe installation from allotments to Loans boundary	£2,050.00
Contractor 1 - pipe installation from The Loans to BWW supply	£1,240.00
BWW Connection charge	<u>£1,487.00</u>
	£4,777.00
Less SGC Capital Grant	<u>-£2,600.00</u>
Alveston PC costs (£490.00 previously spent)	£2,177.00

It was agreed to support this recommendation and the Clerk should begin the process of arranging the contractors to start work asap after the PC meeting on 19<sup>th</sup> Sept.

The project is to be funded from General Reserves with annual repayment to the reserves through allotment rents shown in the accounts.

6.3. Playing Fields &amp; Open Spaces Committee - none

**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 31/8/11

7.2. Account Balance for 31/8/11

7.3. Receipts &amp; Payments for Aug 2011

7.4. Bank Reconciliation for Aug 2011

As there had been no time to consider the reports, it was not possible to accept that they were a true reflection of the financial status of the Council. Very little had changed since TH & JC had reviewed the accounts with the Clerk a week previously and there was confidence that all would be well.

This activity would be included at the next F&GP meeting on 7<sup>th</sup> Nov

## 8. Financial Matters

### 8.1. Internal Audit Plan 2010/2011.

**Resolved:** The F&GP committee recommend acceptance of the Internal Audit Plan as determined in memo 110621 - F&GP Internal Audit Plan.doc.

### 8.2. Risk Assessment Review 2010/2011.

#### 8.2.1. Business Continuity - JC asked that the action under Subject 1 Business Continuity to keep a back up of the Council data at a location alternative to the Parish Office be implemented.

***F110905-1 to purchase some 16Gb flash drives and deliver a data backup copy of the Parish records to the Council chairman for safe keeping. This process to be performed every month.***

***Action to Clerk***

#### 8.2.2. Minutes on Web Site - JC requested that the Clerk makes a start on posting the minutes and agendas on the Web site. This was agreed and it would be done in reverse order making the most recent notes available first.

**Resolved:** The F&GP committee recommend acceptance of the Risk Assessment Review 2010/11 as in the document Risk assessment 110621.doc.

### 8.3. Interest on Investments - JC enquired if there was a way we could increase our return on investments as there was a large sum in Reserves that was untouched each year. It was generally agreed that investigations should be carried out to determine the viability of investment bonds or other to increase our revenue. JC offered to carry out the initial investigation.

***F110905-2 to investigate the viability of investment bonds as a means of increasing interest revenue.***

***Cutland***

***Action to Cllr John***

## 9. Authorisation of Payments & Income Received

### 9.1. Payments

The following payments were approved and authorised by Cllrs. John Cutland and Terry Hunt.

Payee	Details	Chq. no	£
CFS	Photocopy Services	1936	23.50
CRK Garden Manicures	Grounds Mtce -	1937	978.00
Instyle Marketing Services	Skatepark notices	1938	292.80
	Total expenditure		1294.30

9.2. Recent Receipts are listed below

Payee	Details	Chq. no	£
Richard & Julie Hiscock	Allotment rent plot 5	Inc1894	50.00
Dennis Sanigar	Allotment rent plot 13	Inc1895	50.00
Russ & Ann Wilkins	Allotment rent plot 18	Inc1896	50.00
Brian Lee	Allotment rent plot 30	Inc1897	50.00
Ken & Georgina Harkness	Allotment rent plot 10	Inc1898	25.00
Nigel & Trudy Westlake	Allotment rent plot 5	Inc 1899	50.00
	Total expenditure		275.00

## 10. Policy Documents

None

## 11. Playbuilder

11.1. Limekiln Path - The Clerk was asked to pursue communication with Jane's Pond with the aim of resolving the problem

## 12. Correspondence

None

## 13. Any other business

The Clerk is on holiday from Saturday 10<sup>th</sup> September until Monday 19<sup>th</sup> September. A message will be left on the answering machine to contact JC.

The meeting was closed at 9.45pm.