

Minutes of the meeting of the Finance & General Purposes Committee

Held on 5th Dec 2011 at 7.30 pm in the Bush Room

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

1. Apologies accepted for Absence

Cllr Alison Peters (AP)

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 7th & 14th Nov 2011 and Matters Arising

Resolved: The Minutes of the meetings held on 7th & 14th Nov 2011 were approved and signed by the Chairman.

5.1. Matters Arising

Village of the Year award - The CPRE awarded £50.00 with a silver Cup to Alveston as the winners of the 2011 Village of the Year competition. The cheque was made payable to Alveston Parish Council.

It was jointly agreed with the Community Forum that £25 should be retained by the Council to pay for the additional insurance premium required to cover the value of the Cup and to give the remaining £25 to the Community Forum.

F111205-1 To pay the Community Forum £25.00 as their share of the CPRE Village of the Year Award. Action to Clerk

5.2. Outstanding Actions

5.2.1. ***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***

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. (1/8/11)

Ongoing (7/11/11)

This review will be ongoing for some time and individual changes will be proposed to this committee as they are required. Action Closed (5/12/11)

5.2.2. ***F111107-1 to investigate the production of less complex finance reports.***

Action to Clerk

Alternative reports separating the Reserve Funds have been produced for this month's reports.
Action closed

5.2.3. ***F111107-2 to investigate the feasibility of insuring the Jubilee Hall and Youth Centre in the Parish Council Insurance.*** ***Action to Clerk***

Ongoing (5/12/11)

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. Budget Reports dated 31/11/11
- 7.2. Account Balance for 31/11/11
- 7.3. Receipts & Payments for Nov 2011
- 7.4. Bank Reconciliation for Nov 2011

Resolved: The Financial Reports as presented were accepted as a true reflection of the current state of the Parish Council Finances.

8. Financial Matters

- 8.1. Budget Review for F&GP Committee

Following the decision to maintain the precept at £47,346 the RFO had prepared a budget for consideration. (See separate documents headed Budget Proposal 2012/13)

Resolved: The Budget Proposal 2012/13 to be recommended to the full Council for acceptance with the proviso that the committees review their charges from 1st April 2012.

9. Authorisation of Payments & Income Received

- 9.1. Payments

The following payments were approved and authorised by Cllrs. Brian Lee and Bernard Willcox.

Payee	Details	Chq. no	£
R Phillips	Staples – Stationery	1977	154.42
J Cutland	Member expenses – Stationery	1978	23.00
CFS	Photocopy Service	1979	28.56
CRK Garden Manicures	Grounds Mtce – Nov	1980	1350.00
Information Commissioner	ICO Data Protection Fee	1981	35.00
	Total expenditure		1590.98

9.2. Recent Receipts are listed below

Payee	Details	Chq. no	£
L&J Gulwell	Interment Plot 52	Inc 1998	71.00
Summers	Additional inscription Plot 42	Inc 1999	30.00
	Total expenditure		101.00

10. Policy Documents

None

11. Correspondence

11.1. None

12. Any other business

12.1. War Memorial Cleaning

The following estimates for work have been received:

Contractor	Estimate
Contractor A	£2240.00
Contractor B (excluding base)	£1184.00
Contractor B (including base)	£4668.00
Contractor C	£1360.00

It was agreed that whilst Contractor B was the lowest cost (excluding base), it was decided to recommend contractor C to carry out the work as the Council had a good working relationship with them and we have experience of the good quality of their work.

Resolved: To recommend to the full Council that the estimate for War Memorial Cleaning from Contractor C is accepted.

12.2. Council meetings 2012

The meeting was presented with a proposed meeting calendar for 2012. After discussion, it was agreed to recommend that the committee meetings planned for September would be moved to October and no Parish Council meeting would be held in September. Planning committee meetings in September would only be held if applications required. This allowed the potential for a month without formal meetings. A revised schedule of 2012 meetings would be circulated before the next Council meeting.

Resolved: To recommend to the full Council that the revised 2012 meeting schedule be accepted.

12.3. Renewal of SLCC membership

The Clerk reported that the SLCC membership renewal subscription for 2012 is £157.00. The rise from the 2011 subscription of £135.00 was largely due to moving into the next subscription band following the increase to the Clerk's Gross Annual Salary. The Clerk uses SLCC facilities quite regularly and recommends that the subscription be renewed.

Resolved: To renew membership of the SLCC for 2012 at a cost of £157.00.

The meeting was closed at 8.20pm.