

MEETING OF THE Finance & General Purposes Committee**To be held at 7.30 p.m. on Monday 8th April 2013 in the Bush Room**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions: - Equal Opportunities, (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Distribution: -***CLLrs Terry Hunt (Chairman), John Cutland, Phil Squires, Brian Lee, Marcus Fry, Bernard Willcox*****Agenda for Short Meeting****1. Apologies for Absence**

CLLr. Terry Hunt.

2. Evacuation Procedures

The clerk will be the responsible person in the case of a fire and evacuation.
The fire exits will be declared at the meeting.

3. Public Participation**4. Declaration of interests****5. Minutes of the meeting held on 4th March 2013 and Matters arising**

5.1. Matters Arising

5.2. Outstanding Actions from previous meetings.

5.2.1. F121105-1 to construct a detailed plan for the loss of personnel to perform key tasks.

Action to Clerk

5.2.2. F130204-1 to establish the role of the Parish Council as "Custodian Trustees" to the Jubilee Hall Charity.

Action to Clerk

5.2.3. F130304-1 to operate the Parish Councilor vacancy process to fill two vacancies.

Action to Clerk

6. Matters Arising from Committee reports

6.1. Planning Committee

6.2. Footpaths & Allotments Committee

6.3. Playing Fields & Open Spaces Committee

7. Financial Report

7.1. Accounts & Financial Statement to 31st March 2013

See draft document

7.2. Annual Return 2012/13

See separate papers.

Confirmation of Annual Return for 2013/14

7.3. Finance Reports for March 2013

See separate papers.

8. Financial Matters

8.1. Asset Register

9. Authorisation of Payments

9.1. Payments authorised by Cllrs John Cutland and Brian Lee 3-Apr-2013

Payee	Details	Chq. no	£
R Phillips	Cartridge Save – Printer cartridges	2236	84.62
South Glos Council	Litter Bin emptying March 2013	2237	27.22
South Glos Council	Dog Bin emptying to 31/3/13	2238	81.79
R Phillips	Staples – Stationery	2239	61.45
R Phillips	Gardiner Haskins – Cleaning Equip	2240	17.97
CFS	Photocopy Services	2241	40.01
CRK Garden Manicures	Grounds Maintenance	2228	1,010.90
	Total Expenditure		1,323.96

9.2. Payments for authorisation will be available at the meeting

Payee	Details	Chq. no	£
	Total Expenditure		

9.3. Recent Receipts will be available at the meeting

None

10. Policy Documents

11 Correspondence

11.1 None

12 Any other business

12.1 Transfer to new Clerk

12.2 Annual Parish Assembly.

Date of next meeting – 13th May 2013 - 7.30pm