

Ruddington Parish Council

Draft Minutes of the Finance and Policy Committee Meeting

Held at St Peter's Rooms on Tuesday 30th April 2013 at 7.30 p.m.

Membership

Councillors	N J Tegerdine	Chairman
	D J Hall	Vice-Chairman
	Mrs B Breakwell	
	Miss S A Chambers	
	P F McGowan	
	K S Piggott	
	Mrs B M Venes	
	W A Wood	

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

Councillor	Miss H Opie
Councillor	Mrs M Pell
G D Long	Clerk to the Council
Ms R Turner	Deputy Clerk
Mr Mark Davies	CCLA Investment Management Ltd.
6 members of the public	

The Chairman of Finance and Policy welcomed Rosanna Turner, Deputy Clerk, to her first Parish Council committee meeting.

Apologies for Absence

There were no apologies for absence.

Declaration of Member's Interests

There were no declarations of interest.

Minutes

The minutes of the meeting held on 15th January 2013, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

F. 13/1189 Action List Update

An update on actions resulting from recommendations had previously been circulated.

Members noted this information

Action

PCO =
Parish
Council
Office

PCG =
Parish
Council
Groundstaff

F. 13/1190 Motion For Adjournment

Resolved that: The Committee adjourns to allow the members of the public present to make statements on agenda items.

Mr D Hollingworth reported he had been talking to some people about the proposed advertising hoardings on Elms Park and they had been 'appalled'.

Mr Andy Scott, Ruddington Colts, reported that the proposed advertising hoardings would be approx. 1.5m by 0.75m. The Colts had a sponsor who would underwrite the cost of 18 hoardings to erect up to 18 hoardings either on the railings round the car park or along the fence between the pitches and the Business Park. The Club would work with the Parish Council and agree each advert with them. The hoardings would also remind dog walkers that the primary use of the football pitches is playing football.

Mr Stuart Matthews, referring to planning application 13/00507/FUL, introduced Mr Michael Wakeling from Peart Bradley (architects). Mr Bradley informed those present that the dwellings proposed in Church Street to replace the bakery are designed to reflect the terraced housing already on the road, with car parking at the rear. Due to the level change from front to back they are split level with two storeys on the front and three storeys at the back.

Committee in Session

F. 13/1191 Ruddington Colts Advertising (See minute A. 13/1011)

Amenities Committee resolved on 26th February 2013 that:

1. The Ruddington Colts proposal to put up advertising hoardings should be supported in principle,
2. No hoardings should go up without the prior agreement of the Parish Council as to the content, and
3. The matter should be referred to Finance and Policy Committee for consideration of the wider policy implications and final ratification.

Members considered three negative comments that had been received and the need for caution with a new, potentially controversial proposal. The request from the Ruddington Colts was agreed subject to review after one year.

Resolved that:

1. The request from the Ruddington Colts is agreed,
2. The decision should be reviewed in the light of experience after one year.

PCO

PCO

F. 13/1192 Bank Account and Investment Policy

A report on the Parish Council's Bank Account and Investment Policy had previously been circulated to members. The Clerk reported that there are savings in bank charges to be made from moving the bank account to a different bank. Unity Trust Bank had been approached as they offered an account specifically designed to meet the needs of parish councils and would also provide banking facilities for cash at the Post Office in Ruddington. This would reduce risk, enable regular banking and save staff time.

Unity Trust also offer a 'prepaid' card which acts as a credit card. This would reduce the number of transactions needing cash and help in situations where a credit card would be helpful. Because it is prepaid (i.e. an agreed amount of money is placed 'into' the card) there are strong controls over the use of the card as any transactions taking the card over the amount placed on it would be rejected.

There was also the potential to increase income from investments by (a) investing in a different provider giving a better return and (b) investing a higher proportion of the Council's reserves. The Clerk said that members needed to consider any risk involved in this as part of the decision.

Mr Mark Davies of CCLA Investment Management Ltd had been invited to outline the Public Sector Deposit Fund (PSDF). The PSDF is an AAA rated fund where cash is lent overnight to selected, low risk banks. It is a specialist fund for the public sector set up by request from the Local Government Association (LGA).

The priorities of the PSDF are 1. Low risk, 2. High liquidity and 3. Yield. There is a strong governance involving representatives from LGA and the Chartered Institute of Public Finance and Accountancy (CIPFA). Currently 20 banks are used to spread the risk.

There are currently 45 parish/town councils in the fund. Money can be requested back from the PSDF within a maximum of two days and is paid into the Parish Council's nominated bank account.

The Clerk reported that, in all, there is the potential to save £800 in bank charges and increase income by over £1,000. Members gave in depth consideration to both proposals and agreed to open a bank account with Unity Trust Bank, with on line banking. Payments to be authorised by any two of the signatories with the normal process being payment set up by the Clerk or Deputy Clerk and authorised by any councillor on the signatory list. The signatories on the bank account to be: Clerk, Deputy Clerk, and current members of Finance and Policy Committee.

It was agreed that the Parish Council should open a prepaid MASTERCARD and use the Public Sector Deposit Fund (PDSF) for investments, with amounts invested being agreed on a day to day basis

by the Clerk or Deputy Clerk and Chairman or Vice Chairman of Finance and Policy Committee. The exact process for agreeing investments should be revisited when final details are known. The final details of arrangements with Unity Trust Bank and the PSDF to be agreed by the Clerk, Deputy Clerk, Chairman and Vice Chairman of Finance and Policy Committee and reported back.

Resolved that:

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| 1. The Parish Council banks with Unity Trust Bank, with on line banking. Payments to be authorised by any two of the signatories with the normal process being payment set up by the Clerk or Deputy Clerk and authorised by any councillor on the signatory list, | PCO |
| 2. The signatories on the bank account to be: Clerk, Deputy Clerk, and current members of Finance and Policy Committee, | PCO |
| 3. The Parish Council should open a prepaid MASTERCARD, | PCO |
| 4. The Parish Council should use the Public Sector Deposit Fund (PDSF) for investments, with amounts invested being agreed on a day to day basis by the Clerk or Deputy Clerk and Chairman or Vice Chairman of Finance and Policy Committee, | PCO |
| 5. The exact process for agreeing investments to be revisited when final details are known, and | PCO |
| 6. The final details of arrangements with Unity Trust Bank and the PSDF to be agreed by the Clerk, Chairman and Vice Chairman of Finance and Policy Committee and reported back to Finance and Policy Committee. | PCO |

F. 13/1193 Development

New Applications

Resolved that: The observations contained in Planning Schedule 695 are adopted.

F. 13/1194 Schedule of Payments

Resolved that: The schedules of payments and inter account transfers attached are adopted and the payments are authorised:

Month	Total Payments £
December 2012	20,222.26
January 2013	10,319.96
February 2013	20,966.60
March 2013	20,416.37

F. 13/1195 Statement Of Income Received

Resolved that: The statements of income received, attached, are noted:

Month	Income Received £
December 2012	4,731.28
January 2013	5,867.97
February 2013	4,270.58
March 2013	6,696.32

F. 13/1196 Outstanding Sundry Debtor Accounts

The Clerk reported that there are no outstanding sundry debtor accounts that caused concern.

Resolved that: The above information is noted.

F. 13/1197 Annual Wakes

Details of a request from D Cox and Son Amusements had previously been circulated.

Members considered this request and agreed that the charge should remain at the same level as was charged for 2012.

Resolved that: That the rate to be charged for the hire of Sellors Playing Field for the Annual Wakes remains at the same level as was charged for 2012

PCO

F. 13/1198 Grant Applications

A report on two grant applications and a proposed revision to the application form had previously been circulated to members.

It was agreed that there was insufficient information to make a decision on either application and that further information should be requested.

The Ruddington Badminton Club should be asked the number of members, what they are doing to promote the Club, what the members pay, what they are doing to include Ruddington people in the Club and to provide a full set of accounts

The Ruddington Ladies Badminton Club should be asked what they are doing to promote the Club and what they are doing to include Ruddington people in the Club.

The draft form was considered and agreed.

Resolved that:

1. The Ruddington Badminton Club are asked the number of members, what they are doing to promote the Club, what the members pay, what they are doing to include Ruddington people in the Club and to provide a full set of accounts.
2. The Ruddington Ladies Badminton Club are asked what they are doing to promote the Club and what they are doing to include Ruddington people in the Club, and
3. The form attached is adopted.

PCO

PCO

PCO

F. 13/1199 Dog Fouling (See minute F. 13/1182)

A report from the dog Fouling Working Group had previously been circulated. The Working Group was set up to consider ways of addressing the on-going problem of dog fouling across Ruddington.

Members agreed that the ideas from the Working Group were worth pursuing and needed further consideration and development.

Resolved that: The Chairman of the Dog Fouling Working Group, Councillor N J Tegerdine, should arrange a further meeting.

NJT

F. 13/1200 Dog Waste Bags

A report on the usage of dog waste bags from the dispensers placed on Play areas had previously been circulated.

Following the installation of the dog waste bag dispensers, the ground staff have reported that 6,400 bags have been taken in 7 weeks, this will amount to £1,400 a year if usage continues at this rate. The ground staff have concerns that whilst a period of time can pass without any bags being taken, suddenly a dispenser is empty, suggesting that large numbers are taken at one time. This is particularly the case at Elms Park. They have also reported that during a litter pick on the Jubilee Playing Field, they found more than 40 incidences of dog fouling. There is no evidence to suggest that at the moment, there is any noticeable improvement on dog fouling on the playing fields.

Resolved that:

1. The dispenser on Elms Park should be moved to the Pavilion.
2. The Clerk should investigate any possibility of making it more difficult to remove the dog waste bags in bulk.

PCO

PCO

F. 13/1201 Business Guide (See minute E. 12/909)

At Environment and Community Committee on 11th December 2012
"It was agreed that it might be appropriate at some time for the Parish

Council to produce a booklet detailing all local businesses. This could be distributed to all households in the village recurrently (e.g. annually) and could be funded (including the distribution) by advertising. Councillors could manage this project with the support of the Parish Council Office”.

The last Village Guide to be produced listed over 100 local businesses. Councillor David Hall has volunteered to organise the production and distribution of the Business Guide/Directory for Ruddington.

He has proposed that the Guide would only include those willing to pay for advertising and would be distributed to all households in Ruddington – if possible with a newer version of the Village Guide. The guide would be A5 or A4 size and the adverts would be 1/4 page, 1/2 page or full page, cost of adverts to be decided once interest has been shown.

Members considered different possible ways of delivering a ‘business guide’ and how these met the purpose of the Parish Council in producing one.

It was agreed that Councillors David Hall and Ken Piggott would consider the options and bring back a specific proposal.

Resolved that: Councillors David Hall and Ken Piggott will bring a specific proposal to a future Finance and Policy Committee.

DH/KP

F. 13/1202 Recruitment Policy (See minute F. 12/1095)

A number of issues were identified as needing review and/or development during the process of appointing the Clerk in 2011. A panel was appointed and has produced a report, which has been circulated to members.

The panel concluded that:

- RPC did not have policies to support and to demonstrate fair recruitment practice;
- RPC as an employer was not compliant with current requirements concerning equality of opportunity and anti-discriminatory practice;
- There was a lack of clarity for some councillors to do with the boundaries of their roles,
- RPC did not have a clear, published organisational and managerial structure that was commonly understood;
- RPC did not have employment policies that manage and improve performance, and promote health and wellbeing amongst the workforce;

- The panel believe, based on the experience of this exercise, that the contracts of employment and job descriptions / role specifications are likely to require an urgent and thorough review;
- The importance of confidentiality in recruitment practice had not always been recognised; and
- Some councillors did not understand their responsibilities as employers of staff.

Members, with one exception, agreed the recommendations ‘en bloc’.

Resolved that:

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| 1. The ACAS guidelines for recruitment and selection are adopted as Parish Council policy; | PCO |
| 2. That a panel is set up, which will include the Clerk, to review all Statements of Main Terms and Conditions and Role Descriptions. The Clerk to ask for expressions of interest for members of the panel. | PCO |
| 3. Training is offered to Councillors on anti-discriminatory practice; | PCO |
| 4. The Clerk produces an organisational chart as a reference document for all councillors and staff. | PCO |
| 5. Training is offered to all councillors on their role as an employer. | PCO |
| 6. The Parish Council Office should identify training options and develop an induction process for new councillors. | PCO |

F. 13/1203 Pension Policy

A report on pensions had previously been circulated to members. Ruddington Parish Council currently offers membership of the Local Government Pension Scheme (LGPS) to all staff. Staff are required to wait until completion of their probationary period and membership of the pension is subject to confirmation at Finance and Policy Committee.

The Government are rolling out auto-enrolment of pensions. This does not yet apply to RPC but when rolled out will require RPC to offer a pension to its employees from the commencement of their employment. To prepare for this, and assist with a smooth transition, members agreed that the requirements to wait until a probationary period is completed and for a report to Finance and Policy Committee before staff start in the pension scheme are removed. The eligibility of all staff to join a pension scheme was re-affirmed and the ‘staff conditions’ panel was asked to look at the appropriateness of the pension scheme offered by the Parish Council in the context of auto-enrolment.

Resolved that:

1. All staff are eligible to join a pension scheme, currently the Local Government Pension Scheme,
2. The 'staff conditions' panel should review the appropriateness of the Parish Council's pension scheme,
3. Staff are entitled to join the pension scheme from their start date, and
4. Entitlement to join the Parish Council's pension scheme is not subject to Finance and Policy Committee confirmation.

PCO

PCO

PCO

PCO

F. 13/1204 Living Wage

A report on the Living Wage had previously been circulated to members. The Clerk reported that the Living Wage is currently £7.45 an hour and is reviewed each November. Six of the Parish Council's ten posts currently pay below the Living Wage. Also, local government workers have not had an inflation increase since 2009. In September the national Minimum Wage rises to £6.31 and four staff are currently paid £6.312 per hour (i.e. in October 4 staff will be paid 0.2p per hour above the minimum wage).

The Clerk said that no firm proposal was being put forward but that he was seeking an indication of members' views prior to any work being undertaken. Members considered that the implications were complex and agreed that the 'staff conditions' panel should include this within its remit.

Resolved that: The 'staff conditions panel should consider the implications of adopting the Living Wage as a minimum rate and draft a proposal for consideration.

PCO

F. 13/1205 Section 106 Monies

(See minutes F.13/1179, A. 13/1016 and E. 13/923)

The Clerk reminded members that Finance and Policy Committee had referred a report on Section 106 monies to Amenities Committee and Environment and Community Committee asking for suggestions. He reported that none had been brought forward at this time.

Members noted this information.

F. 13/1206 Local Government Boundary Commission

Correspondence from the Local Government Boundary Commission containing the final recommendations for wards in Rushcliffe Borough Council had previously been circulated to members.

Members noted this information.

F. 13/1207 Parliamentary Boundary Commission

Correspondence from the Parliamentary Boundary Commission explaining that work had ceased on the 2013 Review had ceased as the date of the next parliamentary constituency boundary review has been postponed until 2018 had previously been circulated to members.

Members noted this information.

F. 13/1208 Rushcliffe Borough Council Link Officer

Correspondence from Rushcliffe Borough Council reporting that Mr David Banks had been designated as 'link officer' for Ruddington Parish Council had previously been circulated to members. The 'link officers' will act as leaders in the development of relationships with the relevant parish councils.

Members noted this information.

F. 13/1209 Reports on Finance and Policy matters

Funding Opportunities

Both Councillors D J Hall and Mrs B Breakwell reported that they had attended events, and had information, regarding funding opportunities that the Parish Council could use when appropriate.

The meeting closed at 9.33 p.m.

Chairman

Committee Chairman

Ruddington Parish Council Grant Application Form

Eligibility criteria: The application must be for an activity that benefits residents of Ruddington.

Exclusion criteria: Grants will not be awarded for political or religious activities.

Please supply the information requested below.

Name of club, group or society	
Amount Requested	
Latest accounts (if a new group simply state that fact)	Please attach a copy

Purposes of the grant

What are the aims – <u>why</u> are you doing this? How does this benefit Ruddington residents?	
What are you proposing to do? Explain how, when and where.	

PTO

Applicants name	
Applicants address	
Telephone	
email	
Name and address details of Chair, Secretary, and Treasurer, OR other appropriate officers (delete if not applicable)	

I/we agree that any grant given relating to this application will be used only for the purposes described in the application and that it is repayable on demand if this is not the case.

I/we will provide a report to Ruddington Parish Council on the activities supported by the grant, if a grant is awarded.

I/we will notify Ruddington Parish Council within fourteen days if the names of any officers change or if the activities described in the application cease.

I/we understand I am/we are responsible for any claims resulting from the activities proposed.

Please note: Further information/clarification may be requested.

Signed.....

PRINT NAME.....

DATE.....

Please return completed form to:
Ruddington Parish Council, St. Peter's Rooms, Church Street, Ruddington, NG11 6HA.