

Ruddington Parish Council

Draft Minutes of the Finance and Policy Committee Meeting

Held at St Peter's Rooms on Tuesday 14th January 2014 at 7.30 p.m.

Membership

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

Persons absent are marked 'A'

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

Also in Attendance

Councillor	Mrs A Auckland
Councillor	G Ellison
Councillor	Miss H Opie
Councillor	Mrs M Robinson
G D Long	Clerk to the Council
Mrs S Peacock	Project Officer
3 members of the public	

Apologies for Absence

Apologies for absence were received from Councillors K S Piggott and M Walsh, and the reasons accepted.

Declaration of Member's Interests

Councillor Mrs B. M. Venes declared an interest in any item relating to the allotments and Vicarage Lane Cemetery.

Minutes

The minutes of the meeting held on 5th November 2013, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

F. 14/1255 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. 14/1256 Motion For Adjournment

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

Mr Andy Scott outlined the reasons for the Colts requesting an early discussion on the advertising hoardings (Item 12) and why they are asking for the advertising boards to become permanent. They would also like to increase the number of boards from 18 to 24.

Committee in Session

The Chairman suggested, with the agreement of the meeting, that the item on Colts Advertising Boards should be taken next as members of the public were present for this item. This was agreed.

F. 14/1257 Colts Advertising Boards (See minute F. 13/1191)

The Parish Council agreed at Finance and Policy Committee on 30th April 2013 that the Colts could put 18 advertising hoarding up at the Jubilee Playing Fields. This was to be reviewed in 12 months. The Colts requested a slightly earlier review in order to (if agreed) start selling the advertising space for next season. They had also asked if a further 6 boards might be placed next to the existing (or replacement) hoardings.

Members discussed the issues and agreed to confirm the arrangement and to an extra 6 boards (to make a total of 24).

Resolved that:

1. The arrangement for the Colts to have advertising boards on the Jubilee Playing Fields is confirmed, and
2. The number of advertising boards can be increased to 24.

F. 14/1258 Development

New Applications

Resolved that: The observations contained in Planning Schedule 712 are adopted.

F. 14/1259 Schedule of Payments

Resolved that: The schedules of payments attached are noted:

Month	Total Payments £
October 2013	5,659.58
November 2013	14,000.38

PCO

F. 14/1260 Statement Of Income Received

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

Month	Income Received £
October 2013	2,895.62
November 2013	3,814.84

F. 14/1261 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. 14/1262 Budget 2014/15

Finance and Policy Committee Probable Out-Turn 2013/14; Annual Budget 2014/15 and Scale of Charges 2014/15

Copies of the probable out-turn 2013/2014, proposed Finance and Policy Committee budget 2014/2015 and proposed scale of charges 2014/15 had previously been circulated to members.

Probable Out-Turn 2013/2014

The Clerk explained that wherever possible, allowances had been made for future known expenditure. The Committee noted the comments and agreed the probable out-turn as presented.

Finance and Policy Committee Budget 2014/2015 and Scale of Charges

Members discussed and agreed the proposed annual budget and scale of charges for Finance and Policy Committee.

Resolved that:

1. That the probable out-turn 2013/2014, a copy of which is appended to these minutes, is approved.
2. That the annual budget 2014/2015 for Finance and Policy Committee, a copy of which is appended to these minutes, is approved, and
3. The scale of charges 2014/15, a copy of which is appended to these minutes, is approved

Overall Probable Out-Turn 2013/14; Annual Budget 2014/15 and Scale of Charges 2014/15

The proposed annual budget was discussed and the Clerk explained that the original proposed budget assumed Ruddington Parish Council will not get any Transition Grant of (adjusted for inflation) approx. £23,000 in 2014/15. Since then the Parish Council had been informed that a proposal to give Parish Council a reduced transition grant for the next two years was being taken to the Rushcliffe Borough Council's Cabinet. The Clerk suggested that, in the event of this being approved, the extra money should be used to increase the contribution to Major Projects.

The budget this year had been prepared on the assumptions previously agreed i.e. a 3% increase in costs and income where a more precise estimate is not possible. The draft budget assumes a 3% increase in Council Tax. The Band D increase is currently calculated assuming no change in the Council Tax Base. The Clerk reported that the information on the Council Tax Base had now been received; this would increase income by £1,700. This should be used to reduce the projected deficit.

The Clerk also reported that an application had been made for a reduction in the Business Rates for the Jubilee Clubhouse as the original valuation was on the basis of the whole Clubhouse being a single type of use, whereas other similar buildings were valued recognising changing rooms etc. A notification had arrived earlier that day that the Rates would be reduced by £2,100 a year. This should be used to reduce the projected deficit.

There would also be a backdated refund of approx. £8k. The Clerk suggested that this should be used to increase the contribution to Major Projects.

Resolved that:

1. That the Parish Council is recommended to adopt the probable out-turn 2013/2014; a revised the annual budget incorporating the changes reported by the Clerk and the scale of charges 2014/15, and
2. The Parish Council is recommended to levy a precept of £252,380 for 2014/15.

PCO

PCO

F. 14/1263 Village Plan

The Parish Council has initiated a Working Group to consider a Village Plan. The Group have requested confirmation of the practical support to be offered by the Parish Council.

They have requested:

1. A Parish Council email address and a page on the Parish Council website,
2. Provision of a meeting room free of charge for the Working Group and sub Committees (subject to availability),
3. Photocopying for minutes of meetings etc., and
4. Support, in principle, to print a questionnaire for residents and businesses in the Village.

Members discussed and agreed the requests.

Resolved that:

1. The Parish Council provides for the Village Plan Working Group: a Parish Council email address and a page on the Parish Council website; a meeting room free of charge for the Working Group and sub Committees (subject to availability); and free photocopying for minutes of meetings etc., and
2. The Parish Council supports, in principle, the printing of a questionnaire for residents and businesses in the Village.

PCO

PCO

F. 14/1264 Fire Risk Assessment

A Fire Risk Assessment of the Parish Council's premises has been undertaken and the report was published in November 2013. A number of actions that need to be addressed have been identified. A report has been circulated to members detailing these.

There are no actions that require immediate actions or are priority 1 – very high risk of fire or life risk. A number of actions will require additional installation of equipment but the cost of these measures can be accommodated within existing budget provision. The Parish Council Office will address the required actions.

Resolved that: The above information is noted.

F. 14/1265 Policies and Procedures

A number of policies and procedures had previously been circulated for discussion and approval. The policies are:

- a. Absence Management
- b. Anti-Bullying and Harassment
- c. Appraisal
- d. Arson
- e. Capability
- f. E-mail and internet

- g. Family Friendly
- h. Lone Working
- i. Travel and Subsistence

Members discussed and agreed a number of amendments which were incorporated into the policies. It was noted that the Policies and Procedures had been drafted in accordance with the new structure recently agreed by the Parish Council but not yet in operation. Until the new structure becomes operational any reference to Environment and Policy Committee should be taken as Finance and Policy Committee.

Resolved that:

1. The policies listed above and attached to these minutes are adopted, and
2. It is noted that until the new structure recently agreed by the Parish Council becomes operational any reference to Environment and Policy Committee should be taken as Finance and Policy Committee.

PCO

F. 14/1266 Disclosure of Pending Criminal Charges (See minute F. 13/1246)

Finance and Policy Committee resolved on 5th November 2013 that:

“The Clerk shall take legal advice and bring a report to Finance and Policy Committee as regards including a paragraph in Contracts of Employment to require staff to disclose any pending criminal charges to the Parish Council.”

Councillor George Ellison LLM (Medical) LLB (Hons), PGCE FHEA, has been consulted regarding this proposal. His view was that moving this forward would leave the Parish Council open to possible challenge as there is a legal principle that people are innocent until proven guilty. The Parish Council would need to be very clear as to why this information was required and what might be done with it.

Members discussed this and agreed to note the information.

Resolved that: The above information is noted.

F. 14/1267 Bank Accounts - Update

A report had previously been circulated to members regarding progress on the transfer to the new Unity Bank Account. The Clerk reported that transfer of all banking activity is expected to be complete by the end of March.

Resolved that: The above information is noted.

F. 14/1268 Earmarked Funds

A report had previously been circulated detailing the proposed use for Earmarked Funds. There are two new proposed funds in the budget proposals and some of the others have been modified slightly. These were agreed.

Resolved that: The proposed uses for Earmarked Funds, as attached to these minutes, are agreed.

PCO

F. 14/1269 Reports on Finance and Policy matters

There were no reports on finance and policy issues.

F. 14/1270 Exclusion of Press and Public

Resolved that: In view of the confidential nature of the business about to be transacted the public and press be temporarily excluded from the meeting during consideration of the following item in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and they are asked to withdraw.

F. 14/1271 Workload Planning

A report had previously been circulated setting out progress on addressing the 'legacy' issues and the general workload relating to Finance and Policy items reported previously. The backlog was currently being addressed with the assistance of Mrs S Peacock.

A number of items on the current agenda were part of this programme.

Resolved that: The update is noted.

The meeting closed at 9.19 p.m.

Chairman

Committee Chairman

Fund	Purpose
PF – Plant	Replacement Plant – equalise costs Plant & Vehicle Hire (from 14/15)
PF – Equipment	Replacement play equipment– equalise costs Goal posts & footpath repairs (from 2014/15)
Village Hall	Floors Painting interior & exterior Boiler/heating New kitchen Roof repairs Installation of new equipment (e.g. electrical, alarms, fire, CCTV), Replacement windows External walls Drainpipes
SPR	See VH
Elms Park Pav /MU	See VH
Jubilee	See VH + Football posts & nets (from 14/15)
Other Amenities (Prev. Burial Grounds)	SPC (inc trees + memorials) The Green Allotments VLC
Car Parks	Church St. Loughborough Road (Elms Park)
Major Projects (Prev. Amen Proj)	One off projects at Parish Council facilities
Tree Fund	Trees on parish council land (note: excl. SPC)
Website/ Village Guide	Setting up & upgrades to the village guide + website
Env Assets	Maintenance and replacement of existing seats & litter bins One off projects at for community benefit e.g. Xmas lights and fittings
Election Fund	To fund the administrative costs of elections & by elections
ICT Fund	To replace ICT equipment.
The Green	Holding Fund for income from the temporary doctors surgery on the Green. To be used for the benefit of the village.

Wages Contingency	Cover for sickness & other long term paid absence Temporary cover for extra projects/workloads
General and Legal	Recruitment/advertising Medical expenses Legal Services Office Equipment Purchase Binding of Minutes Special Legal Expenses Cllrs. Conferences & Courses Communication/Public relations