

## Ruddington Parish Council

### **Draft Minutes of the Finance and Policy Committee Meeting**

Held at St Peter's Rooms on Tuesday 29<sup>th</sup> April 2014 at 7.30 p.m.

#### **Membership**

Councillors	N J Tegerdine	Chairman
	K S Piggott	Vice-Chairman
	D J Hall	
	P F McGowan	
	Mrs M Pell	
	Mrs B M Venes	
	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
Ms R Turner	Deputy Clerk to the Council
Mrs S Peacock	Project Officer
2 members of the public	

#### Apologies for Absence

There were no apologies for absence.

#### 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 14<sup>th</sup> January 2014, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

#### **Councillor D J Hall arrived before discussion of the following item.**

##### F. 14/1272 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. 14/1273 Motion For Adjournment

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

**Committee in Session**

F. 14/1274 Development

New Applications

**Resolved that:** The observations contained in Planning Schedule 717 are adopted.

F. 14/1275 Schedule of Payments

**Resolved that:** The schedules of payments attached are noted:

<b>Month</b>	<b>Total Payments £</b>
December 2013	12,412.96
January 2014	10,567.50
February 2014	21,148.73
March 2014	9,393.40

F. 14/1276 Statement Of Income Received

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

<b>Month</b>	<b>Income Received £</b>
December 2013	6,472.83
January 2014	4,298.85
February 2014	5,013.82
March 2014	6,017.94

F. 14/1277 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. 14/1278 Land South of Clifton

To consider correspondence regarding 'land south of Clifton' and decide on action to be taken, if any (encl.)

**Resolved that:** The correspondence was noted.

F. 14/1279 Report of Staff Working Conditions (See Minute F. 13/1245)

Papers on the following topics had been previously circulated for discussion and approval:

- a. Role Descriptions
- b. Standard Statement of Written Particulars
- c. Policy: Leave and Miscellaneous Items
- d. Job Evaluation
- e. Application letter and form
- f. Induction
- g. Living Wage
- h. Pensions: New LGPS Scheme from April 2014
- i. Pension: Review of Pension Arrangements

Members discussed and agreed a number of amendments which were incorporated into the relevant documents.

**Resolved that:** The papers on the topics listed above and attached to these minutes are adopted.

F. 14/1280 Policies and Procedures

A report had previously been circulated that the e-mail & internet policy has been amended to also address appropriate staff use of Parish Council telephones.

**Resolved that:** The amended policy is adopted.

F. 14/1281 Risk Assessment

A full risk assessment commenced in October 2013 and completed in April 2014. A number of areas of concern have been identified and an appendix was circulated. It is anticipated the works required can be contained within existing budgets for 2014/15.

**Resolved that:** The above information is noted.

F. 14/1282 Accepting Payment by Card

A report had previously been circulated to members regarding accepting payment by debit and credit card. That the Parish should enter into a one year agreement with Worldpay to accept payments by debit and credit card.

**Resolved that:** There is a review of the process within the year before renewing the contract.

PCO

#### F. 14/1283 St. Mary's Play Area – Update

The St. Mary's Play Area Group is raising funds for play equipment on the St. Mary's Play Area.

The lease has now been signed with Rushcliffe Borough Council, this contains a clause to allow the Parish Council to withdraw if no play equipment is installed.

The St. Mary's Group have submitted an application for funding to WREN. In order for this to proceed the Parish Council have to be co-applicant, make the claims for the grant and enter into an agreement with WREN, as lessees of the land, regarding the funding.

**Resolved that:** The above information is noted.

#### F. 14/1284 Insurance 2014 – 15

A report had previously been circulated detailing the insurance premium quotes for the Parish Council. For 2014/15 it was decided to directly test the market and quotes were obtained from the existing brokers and two insurance companies. The two new companies offered a cheaper rate for a 3 year deal.

On 25<sup>th</sup> March 2014 the Clerk and the Chairman of F&P (Nick Tegerdine) considered the quotes and agreed to take the insurance out with Zurich for a 3 year term as the most cost effective option.

**Resolved that:** The above information is noted.

#### F. 141285 New Photocopier Contract

A report had previously been circulated regarding a renewed contract for the photocopier. Following information received the Clerk contacted the existing photocopier supplier (Konica Minolta). A new 5 year contract was agreed based on current usage levels.

At current usage levels this will save the Parish Council £750 a quarter which, after allowing for repayment of the residual contract, results in a saving of £9,000 over the 5 years of the contract.

**Resolved that:** The above information is noted.

#### F. 14/1286 Jubilee Clubhouse Rates

A report regarding the rates on the Jubilee Clubhouse had previously been circulated. Members discussed its contents.

**Resolved that:** Deputy Clerk drafts a more detailed note and circulates this to the member of the committee.

PCO

#### F. 14/1287 Local Government Pension Scheme

A report regarding the Local Government Pension Scheme (LGPS) Triennial Revaluation had previously been circulated.

In future the actuary will certify a percentage rate for current service – 14.7% for 2014-17 – and an annual cash amount to recover deficits.

These are

2014/15 £2080

2015/16 £2,610

2016/17 £3,170

As it is not sensible to allocate these 'deficit payments' across current work areas they will be shown separately on new line in the accounts.

**Resolved that:** The above information is noted.

#### F. 14/1288 Disclosure and Barring Service

A report regarding Disclosure and Barring Service had previously been circulated. On 22<sup>nd</sup> April 2014 the Clerk, the Chairman of Finance and Policy (Cllr Nick Tegerdine) and Cllr George Ellison considered the briefing note and the appropriateness of the use of the Disclosure and Barring Service for current Parish Council roles.

The conclusion was that it is **not** appropriate to use the Disclosure and Barring Service for any of the current Parish Council roles.

**Resolved that:** The above information is noted.

#### F. 14/1289 Extra Parking in Ruddington

Finance and Policy Committee discussed the possible provision of extra shoppers parking in the car park of the White Horse and resolved, on 10<sup>th</sup> September 2013, that the Clerk and Chairman of Finance and Policy Committee should take this forward and conclude an agreement.

The contract, for £8,000, is for 8 years starting on 21<sup>st</sup> April 2014. This is a cost of 19p per space per day. Appropriate signage has been installed.

**Resolved that:** The above information is noted.

#### F. 14/1290 Quarterly Statement of Income and Expenditure

Copies of the Summary Report on Income and Expenditure to 31<sup>st</sup> December 2013, attached, had previously been circulated to members.

**Resolved that:** The above information is noted.

F. 14/1291 Reports on Finance and Policy matters

There were no further reports on finance and policy issues.

F. 14/1292 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. 14/1293 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

**R Turner and S Peacock left the room.**

F. 14/1294 Employee 38

**Resolved that:** Employee No 38 is appointed to the permanent staff.

F. 14/1295 Employee 39

**Resolved that:** The temporary contract of Employee No 39 is extended until the end of July 2014.

The meeting closed at 9.15 p.m.

Chairman

Committee Chairman