

Ruddington Parish Council

DRAFT Minutes of the Finance and Policy Committee Meeting

Held at St Peter's Rooms on Tuesday 1st May 2012 at 7.30 p.m.

Membership

Councillors	N J Tegerdine	Chairman
	P F McGowan	Vice-Chairman
	Mrs B Breakwell	
	Miss S A Chambers	
A	K S Piggott	
	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	D J Hall
Councillor	Mrs M Pell
G D Long	Clerk to the Council
Mrs L M Cooke	Deputy Clerk
1 member of the public	

Apologies for Absence

Apologies for absence were received from Councillor K S Piggott.
Councillor W A Wood had indicated that he would be late.

Declaration of Member's Interests

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

Councillors Mrs B Breakwell and P F McGowan declared an interest in the item regarding the Ruddington Festival.

Minutes

The minutes of the meeting held on 6th March 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

F. 12/1099 Matters Arising from the Minutes

There were no matters arising from the minutes.

F. 12/1100 Motion For Adjournment

RESOLVED:

That the Committee adjourn to allow the members of the public present to make statements on agenda items.

During the adjournment Mr David Hollingworth asked if the groundstaff were still on the bonus scheme devised 20 years ago. The Deputy Clerk confirmed that the scheme was not in operation.

Committee in Session

F. 12/1101 Development

New Applications

That the observations contained in Planning Schedule 674 be adopted

F. 12/1102 Statement Of Accounts

RESOLVED:

That the Statement of Accounts as set out below be adopted and that payments contained therein be authorised:

Schedule of Payments for February 2012 **14,397.51**

Inter Account Transfers

Current Account Transfers	Debit	5,468.12
	Credit	11,629.66
Deposit Account Transfers	Debit	121,473.88
	Credit	120,034.67
Imprest Account Transfers	Debit	0.00
	Credit	9,844.22
Money Market Transfers	Debit	100,020.55
	Credit	100,000.00
14-Day Deposit Transfers	Debit	14,546.00
	Credit	0.00

Schedule of Payments for March 2012 **9,146.45**

Inter Account Transfers

Current Account Transfers	Debit	6,644.12
	Credit	5,608.13
Deposit Account Transfers	Debit	19,641.43
	Credit	19,684.12

Imprest Account Transfers	Debit	0.00
	Credit	14,033.30
Money Market Transfers	Debit	0.00
	Credit	0.00
14-Day Deposit Transfers	Debit	13,004.00
	Credit	0.00

F. 12/1103 Statement Of Income Received

That the statement of income received, as set out below, be noted:

Income received for February 2012	4,792.22
Income received for March 2012	4,608.30
Income received 1 April 2011 to 31 March 2012	51,510.07

RESOLVED:

That the above information be noted.

F. 12/1104 Outstanding Sundry Debtor Accounts

The Deputy Clerk reported that, in general, collection of debtors accounts is going extremely well. Of this year's debtors there is one account slightly overdue and one more so.

The Clerk reported that there are three old accounts dating back to 2010/11 that, despite extensive work undertaken by the Deputy Clerk, are still outstanding. He explained that these are now at the point where no further progress is expected and recommended that £51 from SP013, £73.54 from SP207 and £789.17 from VH084 should be written off

RESOLVED:

That £51 from SP013, £73.54 from SP207 and £789.17 from VH084 should be written off.

GDL

F. 12/1105 Survey of Village – Parish Council Amenities

(Vide Minute C. 12/1569)

A final draft of the survey regarding social, recreational and sporting activities within the Village had previously been circulated to members. Councillor Mrs B Breakwell explained that the contact details on the front still needed to be completed. Members agreed the format and content of the survey.

RESOLVED:

That the format and the content of the survey regarding social, recreational and sporting activities within the Village be ratified.

F. 12/1106 Policing Neighbourhood Watch Meetings

Information regarding a request to hold Policing Neighbourhood Watch meetings free of charge in the Committee Room at St Peter's Rooms on the third Thursday each month had been circulated to members.

The Deputy Clerk reported that the Police had agreed to alter the time of the meeting to 6.30 p.m. As meetings only last about 30 minutes this would mean that the room could be rented out for evening meetings starting at 7.30 p.m.

RESOLVED

That Nottinghamshire Police are granted free use of the Committee Room at St Peter's Rooms on the third Thursday each month from 6.30 p. m. to 7 p. m.

GDL

Councillor W A Wood arrived during discussion of the following item.

F. 12/1107 Nottinghamshire Police – Future Estate (Vide Minute C. 11/1524)

Information and correspondence regarding a request for the Beat Manager and PCSO to use the old I.T. room at St. Peter's Rooms had previously been circulated to members. The Clerk explained that the Deputy Clerk had been in discussion with Nottinghamshire Police and there was now a clearer understanding of the proposed use. The Parish Council now needed to consider a number of practical issues.

These were:

1. Hours and days of use/access.
2. Officers permitted access.
3. Room security.
4. Nominal amount payable.
5. Costs incurred for occupancy
6. Alterations to the room.
7. Frequency of review of the agreement.
8. Amount of notice required.
9. Formal agreement.
10. Date of availability.
11. Emergency phone (yellow phone).
12. Parking of the Police Car
13. Agreement of final details.

Each issue was considered in detail.

RESOLVED

That:

1. Access is only granted between 08.00 and 18.00, Monday to Friday.

2. Only the Beat Manager and PCSO are permitted keys to the premises.
3. The Parish Council would require a key to enable access to the archives which will be retained in the room and the mains water stop cock which is also in this room. The Police be given a key to St. Peter's Rooms and the cloak hallway door.
4. The Police be asked to pay £350 p.a. for the use of the room. Invoicing will be 6 monthly.
5. The Police cover all costs related to moving into the room, including telephone connections, security fittings, keys, etc.
6. All and any alterations made to the room, for example fitting of shelving, etc. must be agreed in writing by the Parish Council Office and paid for by the Police.
7. The arrangement is reviewed after the first 3 months and then 6 monthly after that.
8. In the event that the arrangement is no longer acceptable to either party 3 months' notice shall be required. At the end of the hire period the room will be returned to its original condition within 28 days and the full cost of re-instatement borne by the Police.
9. The Parish Council office will raise a formal agreement to encompass the final details.
10. The room can be made available from Monday 16th July 2012.
11. The Police make contact with Rushcliffe Borough Council in respect of fitting an emergency phone (yellow phone) to the outside of the building and obtain Listed Building Consent. The Parish Council must be consulted to agree the position of this facility before Listed Building Consent is applied for. All costs for the application and fitting to be paid by the Police.
12. The Police Car may only be parked at St Peter's Rooms for short periods and only when the Beat Manager or PCSO is in attendance.
13. Final agreement is approved by the Chairman of the Parish Council, the Chairman of Finance & Policy Committee, and the Chairman of Amenities Committee liaising with the Clerk and Deputy Clerk. Following this, a report will be presented to the next meeting of the Parish Council.
14. The Clerk write to the Police setting out items 1 – 12 resolved above.

GDL

F. 12/1108 Ruddington Festival (Vide Minute F. 11/1072)

The Clerk reported that the Parish Council had previously set aside a budget of £1,000 to support, if required, the Ruddington Festival. Information regarding a request to allocate £370 towards insurance and First Aid cover had previously been circulated to members.

RESOLVED:

That £370 of the budget set aside for the Ruddington Festival is allocated towards the cost of insurance and First Aid.

GDL

F. 12/1109 Ruddington Badminton Club: Request for Grant Funding

Copies of correspondence from Ruddington Badminton Club requesting grant aid had previously been circulated to members.

Members considered this request and concluded that this was not a matter that the Parish Council could decide upon without further information setting out the reasons for the request.

RESOLVED:

That the Clerk should inform Ruddington Badminton Club that the Parish Council is unable to consider the request funding without further information, including how much is being requested, the financial position of the Club, what is being done by the Club to actively seek new members and what is being done by the Club to generate their own income.

GDL

F. 12/1110 Ruddington Cadets: Request for Grant Funding

The Clerk informed members that he had received a request for grant funding from Ruddington Cadets to support the annual visit on Somme Day (1st July). They will be based in Ostend, Belgium in 2012 and will be playing at all war graves.

Members were reminded of the success of the trip in 2011 which had been reported to Parish Council in November (Vide Minute C. 11/1522). "The Corps played and marched into the Menin Gate and stood to attention while wreaths were laid. After that they played their regimental call and "Charlie Reveille". Over the two days the Bugles sounded their respects at various war graves across the Somme, including Thepal, Delville Wood, Tynecot, Newfoundland Park and Lochnagar Creater."

RESOLVED:

That Ruddington Cadets be granted £160 to assist towards the cost of the annual visit on Somme Day.

GDL

F. 12/1111 Parish Council Surgery

Information regarding changes in booking at St. Peter's Rooms had previously been circulated to members. These would enable the monthly Parish Council surgery to be held in the Committee Room.

RESOLVED:

That the Parish Council surgery be held in the Committee Room from 12th May.

GDL

F. 12/1112 Trial Provision of Dog-Poop bags at Elms Park
(Vide Minute F. 11/1005)

Information regarding the trial provision of dog-poop bags at Elms Park had previously been circulated to members.

During the trial period dog-poop bags had regularly been taken from the dispenser and had not been strewn about the park. However, neither had they, on the whole, appeared in dog bins or waste bins in the park.

Members expressed the view that it was important for the Parish Council to take the initiative and assist responsible dog owners as far as practical.

Councillor Mrs M Pell suggested consideration should be given to using the type of dispenser in use at Rushcliffe Country Park.

RESOLVED:

That permanent dog-poop dispensers should be sited at Elms Park, Vicarage Lane Play Area, Sellors Playing Field and Churchill Open Space, the Clerk should decide on the best type after investigating the dispenser in use at Rushcliffe Country Park.

GDL

F. 12/1113 Reports on Finance and Policy matters

Abolition of Standards Board for England

Councillor W. A. Wood reported that the Standards Board for England is being abolished from 1st July 2012. He is the parish council representative on a Rushcliffe Borough Council committee who are looking at a replacement scheme. It appears, currently, that the replacement will not have any sanctions available to apply to parish councillors.

F. 12/1114 Exclusion of the 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. 12/1115 Review of Groundstaff

Information regarding a proposed restructuring of the roles of the groundstaff had previously been circulated to members.

The Clerk reported that there had been a review of current work practices, including extensive discussions with staff, leading to the suggested changes.

The Clerk recommended that, for a trial period of six months, the Qualified Groundsman acts up as a Senior Groundsman. If the trial is successful this should be made permanent.

This was agreed unanimously.

RESOLVED

That:

1. Employee No 28 is appointed to Senior Groundsman on a six months trial basis from 1st June 2012. GDL
2. A salary within Salary Scale 4/5, Spinal Points 18 – 22 is implemented, commencing at Spinal Point 18 from 1st June 2012. GDL
3. The Clerk reviews the new structure after three months and reports back to the Finance and Policy Committee on 4th September 2012. GDL
4. Subject to completing the trial period successfully, the appointment is confirmed and reported in due course. GDL

The meeting closed at 9.20 p.m.

Chairman

Committee Chairman