

RUDDINGTON PARISH COUNCIL

**DRAFT MINUTES OF THE FINANCE AND POLICY COMMITTEE**

HELD AT ST. PETER'S ROOMS ON TUESDAY 12<sup>th</sup> APRIL 2011 AT 7.30 PM

**Membership**

Councillors	P.F. McGowan	Chairman
A	K.S. Piggott	Vice-Chairman
	Mrs. B. Breakwell	
	J.V. Norton	
A	N. Tegerdine	
	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

Mrs. J.A. Goodbody	Clerk to the Council
Mrs. L.M. Cooke	Deputy Clerk
3 members of the public	

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K.S. Piggott and N.J. Tegerdine.

DECLARATION OF MEMBER'S INTERESTS

Councillor Mrs. B.M. Venes advised Members that she will be serving on the Borough Council's Development Control Committee when a final decision is taken on planning applications.

Councillor Mrs. B.M. Venes declared an interest in Planning Application 11/00374/FUL and Councillor W.A. Wood declared an interest in Planning Application 11/00406/FUL.

MINUTES

The Minutes of the meeting held on 1st March 2011, having been previously circulated, were confirmed and signed by the Chairman.

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

## MOTION FOR ADJOURNMENT

### RESOLVED:

That the Committee adjourn to allow the member of the public present to make statements on Agenda items.

During the adjournment Mrs. Pell expressed the view that the addition of French doors to the front elevation of the Victoria Tavern, Wilford Road would serve no purpose and would be out of character for the building. Members noted this comment.

## F. 11/1013 DEVELOPMENT

### New Developments

### RESOLVED:

That the observations contained in Planning Schedule 648 be adopted.

Planning Application 09/01025/OUT - Land south of Clifton

### RESOLVED:

That the withdrawal of the above planning application be noted.

## F. 11/1014 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** 95225.43

### **Inter Account Transfers:**

Current Account Transfers	Debit	6670.55
	Credit	91109.50
Deposit Account Transfers	Debit	201829.28
	Credit	206692.47
Imprest Account Transfers	Debit	0.00
	Credit	10719.78
Money Market Transfers	Debit	100021.92
	Credit	100000.00
14-Day Deposit Transfers	Debit	100000.00
	Credit	0.00

## F. 11/1015 STATEMENT OF INCOME RECEIVED

The Clerk advised Members that as additional income by way of BACS payments direct to the Parish Council's bank account had been received during March, the schedule presented for March, together with the Summary should be ignored.

The Clerk advised that a revised schedule for March will be presented to the next meeting of the Committee. Members noted this information.

RESOLVED:

That the Statement of Income Received as set out below be noted:-

Income received for <b>February</b>	6803.00
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F. 11/1016 OUTSTANDING SUNDRY DEBTOR ACCOUNTS

The Clerk reported that there were currently no outstanding sundry debtor accounts to report.

RESOLVED:

That the above information be noted.

F. 11/1017 REPLACEMENT COMPUTERS (Vide Minute F. 11/1004)

The Clerk and Deputy Clerk gave a verbal report on progress to date with regard to the replacement computers. They said that the initial process had been very involved and took up a considerable amount of time, both for the installer and the staff, resulting in loss of a considerable amount of computer working time. There are still on-going problems coming to light as the different programmes and procedures are encountered, but thankfully the engineer endeavours to clear these as quickly as he can.

One area of concern is the fact that we are experiencing many problems printing to the existing laser printer. Although printing is also carried out via the photocopier, it is vital that there is an additional printer available to enable quick printing to be carried out whilst the photocopier is in use on a large run e.g Minutes, the Newsletter etc.

There are still one or two niggles with the operation of the accounts system, mainly associated with printing off reports, which are currently having to be saved as a Word Document to enable the month end accounts to be processed. This may also have a repercussion on the year end accounts which have to be completed as soon as practicable.

The engineer actually made the comment that in his opinion the Parish Council had attempted too much, too soon. It would have made more sense to install a server and de-clutter the existing computers in the first place, and follow on with other installations in progression.

Both the Clerk and Deputy Clerk would recommend to Members that no further work be undertaken at the current time with regard to the computers and associated works, particularly the installation of a computer at the maintenance unit and discussions with regard to the possible change in supplier of the photocopier, until the present issues are all addressed.

RESOLVED:

That the above information be noted.

F. 11/1018 CRICKET TRAINING FACILITIES(Vide Minutes A. 11/949)

Copies of quotations in respect of cricket training facilities had previously been circulated to Members. The Clerk reported that the Senior Groundsman had advised that it would not be practical to install a 'moveable carpet' and therefore no quote had been obtained in this regard. He had also advised that due to re-arranging the football pitches, the batting training area will be able to be moved away from the canopy of the trees and therefore will allow for all year round training, which negates the necessity for a 'moveable carpet'.

The Senior Groundsman had consulted with Sportyco, who had recommended the use of a standard base as opposed to tarmac or concrete, both of which would prove to be more expensive and reduce the type choice of carpet which could be used. The type of carpet required for use on either tarmac or concrete would be more expensive and require special glue.

The options considered are as follows:

Option 1 – 1 batting training end and 1 bowling training end

JMS	£6201.00 + VAT
Notts Sport	£9972.00 + VAT

Option 2 – 2 batting training ends and 2 bowling training ends

Sportyco	£7980.00 + VAT
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Option 3 – 2 batting training ends only

Sportyco	£6250.00 + VAT
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Extras - Sportyco

Double bay batting cage	£1008.65 + VAT
Double bay batting net	£319.99 + VAT

The Clerk advised that a double bay batting cage had been ordered from Sportyco and this has been paid for from the 2010/2011 budget allocated to Goal Posts/Nets/etc. This will have the effect of reducing the total costs taken out of the R & R Fund for Cricket Training Facilities.

Members were advised that the Cricket Club had said that they would be perfectly happy if the Parish Council decided to provide facilities for the batting end only in the first instance.

RESOLVED:

1. That the Parish Council proceeds with the installation of 2 batting ends, using a standard base. RS
2. That an order for the above be placed with Sportyco at a cost of £6250.00 + VAT. RS
3. That an order be placed with Sportyco for the provision of Double bay netting at a cost of £319.99 + VAT. RS

F. 11/1019 INSURANCE 2011/2012

Insurance Cover 2011/2012

Copies of information regarding insurance cover for the coming year, together with the premiums to be charged, had previously been circulated to Members.

The Clerk advised that both herself and the Deputy Clerk had met with the Parish Council's Insurance Broker to discuss the contents of the schedules and following receipt of an email advising that the current insurer in respect of the Commercial Combined Policy had agreed to a slight reduction from the sum originally quoted, the Clerk had agreed to the renewal of the Parish Council's Insurance with effect from 1<sup>st</sup> April 2011.

RESOLVED:

That the action taken by the Clerk to renew the Insurances for 2011/2012 with effect from 1<sup>st</sup> April 2011 be approved.

Loss Recovery Insurance

Copies of information regarding the benefits that could be offered if the Parish Council decided to include Loss Recovery Insurance with its insurance cover at an additional premium of £241.68 per annum had previously been circulated to Members.

In brief, Loss Recovery Insurance provides you with a team of claims experts, surveyors and forensic accountants who will work with the company concerned to value and successfully negotiate any claim.

Members agreed that due to the age of some of its buildings and problems which could occur if an insurance claim had to be made it would be advisable to take out Loss Recovery Insurance

RESOLVED:

That the Parish Council's Insurance Broker be advised that the Parish

Council wishes to take out Loss Recovery Insurance at a cost of £241.68 per annum.

JG

#### Insurance re-instatement cost assessments

Copies of information regarding insurance re-instatement cost assessments in respect of buildings valuations, together with the fees which would be charged for carrying out each assessments, had previously been circulated to Members.

Members considered that as it had been several years most of its buildings had been valued it would be beneficial to have a re-valuation carried out. The estimated costs exclusive of VAT, based on the current value insured, are as shown below:-

St. Peter's Rooms	£440
Village Hall	£360
Elms Park Pavilion	£300
Maintenance Unit	£300
Jubilee Clubhouse	£360
Total	£1760

#### RESOLVED:

That that Parish Council's Insurance Brokers be advised that the Parish Council wishes to place an order with Barrett Corp Harrington to undertake re-instatement cost assessments for the buildings listed above at a cost of £1760.00 + VAT.

JG

#### War Memorial

The Clerk had been asked to discuss insurance cover in respect of the War Memorial with the Parish Council's Insurance Broker. The Clerk had been notified that the Insurers can be advised either to include the war memorial as a separate item or to extend the definition of street furniture to include the memorial. It was pointed out, however, that cover in respect of items in the open is restricted to the perils of Fire, Aircraft and Explosion damage only.

Members noted that should an accident occur in the vicinity of the War Memorial, the Parish Council's Public Liability Insurance Cover would apply.

#### RESOLVED:

That the Parish Council's Insurance Brokers be requested to include the War Memorial within the definition of Street Furniture.

JG

#### F. 11/1020 LICENSING APPLICATION

Information regarding a Licensing Application submitted to Rushcliffe Borough Council in respect of Ruddington Youth and Community Centre

had previously been circulated to Members. Members noted that the application is for a premises licence, not a liquor licence. It was noted that the Parish Council is not considered to be a responsible authority in respect of such application and therefore is not at liberty to comment on the application.

RESOLVED:

That the above information be noted.

F. 11/1021 RUDDINGTON VILLAGE FOOTBALL CLUB

Copies of correspondence from Ruddington Village Football Club regarding the promotion of the Ladies Team to a league which play its home games on a Sunday at 2pm, together with information regarding the lifting of the covenant regarding Sunday sport, had previously been circulated to Members.

The Clerk advised that when the covenant in respect of Sunday sport was lifted, the Parish Council put a restriction on times. However, over the years this has been relaxed somewhat to allow cricket on Sunday afternoons and she therefore considered that to allow the Ladies Team to play their home matches at 2pm on Sundays would not be unreasonable.

Members agreed to the request, but stated that this would only apply to the Ruddington Ladies Team and not become a regular feature. Any further applications for Sunday afternoon matches would require to be considered on an individual basis.

RESOLVED:

That Ruddington Ladies Football Team be granted permission to play their home matches on a Sunday, with a kick-off time of 2.00pm, subject to agreement with groundstaff based on the condition of the pitch.

JG

F. 11/1022 THE JAMES PEACOCK BREAD CHARITY

Copies of correspondence from the Secretary of the above Charity, advising the names of the new Trustees, had previously been circulated to Members.

It was pointed out that the newly appointed Chair, Mrs. Kim Aspinall, had recently attended the Annual Parish Meeting and presented the annual report on behalf of the Charity.

RESOLVED:

That the above information be noted.

## F. 11/1023 RETAIL PREMISES ON WILFORD ROAD

Copies of correspondence from a local resident raising his concerns in respect of activities associated with the recent opening of new retail premises on Wilford Road had previously been circulated to Members.

Copies of a similar letter from another local resident was circulated to Members at the meeting.

The Clerk reported that both residents had previously been advised by the Parish Council Office staff to raise their concerns with Rushcliffe Borough Council, especially the Environmental Control Department. The residents have both been requested by the Borough Council to keep a log of disturbances. The complaints mainly concern the following:-

- Delivery vehicles arriving as early as 5.50am, 7 days a week
- Customer's tying dogs to the railings of the residents property causing continual barking by the dogs and a health & safety hazard when they try to enter their own property
- Customer's fastening bicycles to the railings of the properties

Members agreed that although the Parish Council had no jurisdiction over the matters raised by the residents it was sympathetic to their concerns and would write to Rushcliffe Borough Council requesting that they offer as much help as possible to the residents who are troubled by these disturbances.

### RESOLVED:

1. That the Parish Council contacts Rushcliffe Borough Council seeking its help in resolving the problems being encountered by local residents adjacent to the retail premises at 12-14 Wilford Road.
2. That a copy of the letter to Rushcliffe Borough Council be forwarded to the two local residents concerned.

JG

JG

## F. 11/1024 THE LOCALISM BILL

Copies of an update from the National Association of Local Councils in respect of The Localism Bill had previously been circulated to Members.

### RESOLVED:

That the above information be noted.

## F. 11/1025 COMMUNITIES AND LOCAL GOVERNMENT – FUTURE OF LOCAL PUBLIC AUDIT

Information regarding a consultation document in respect of the future of local public audit had previously been circulated to Members.

The aim is to replace the current, centralised audit systems managed by the Audit Commission, with a new decentralised regime, which will support local democratic accountability, and one that will also cut bureaucratic costs, while ensuring that there continues to be robust local public audit. The consultation sets out proposals and will run until 30<sup>th</sup> June 2011.

The Clerk suggested that Councillor W.A. Wood be asked if he would peruse the document and report back to the Parish Council Meeting scheduled to take place on 17<sup>th</sup> May 2011. Councillor W.A. Wood agreed to this suggestion.

### RESOLVED:

That this matter be further discussed at the Parish Council Meeting on 17<sup>th</sup> May 2011.

AW

## F. 11/1025 STAFF APPRAISALS

The Clerk and Deputy Clerk advised Members that they felt the staff appraisals should be carried out as soon as possible, particularly in view of the fact that the work load in the Parish Council Office had increased considerably since the last reviews were carried out, which incidentally covered only one Member of the current staff, namely The Clerk.

The Clerk also pointed out that she felt this was even more relevant since she was seriously thinking of retiring at the end of the current year and she therefore felt that the job descriptions for both The Clerk and Deputy Clerk required re-assessing.

Members discussed how to proceed with this matter, and it was suggested that NALC be consulted to ascertain whether there were any guidelines for Parish Council's undertaking staff appraisals.

### RESOLVED:

That further information be obtained from NALC regarding staff appraisals.

JG

## F. 11/1026 REPORTS ON FINANCE & POLICY MATTERS

Councillor J.V. Norton reported that Councillor N.J. Tegerdine was still keen to obtain a comparative quotation in respect of provision of photocopying services. He asked that the current supplier, Danwood, be asked to provide details of the costs which would be involved if the Parish Council decided to terminate its current contract with them. This matter will be further discussed at a later meeting.

**In conclusion, the Chairman thanked all Members who had served on the Committee, and made particular mention of his Vice-Chairman, Ken Piggott, who unfortunately was currently on holiday.**

The Meeting closed at pm

Chairman

Committee Chairman