

RUDDINGTON PARISH COUNCIL

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

HELD AT ST. PETER'S ROOMS ON TUESDAY 14<sup>th</sup> JUNE 2011 AT 7.30 PM

**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	
	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. M. Pell	
Councillor	Mrs. R.H. Wilson	
Mrs. J.A. Goodbody		Clerk to the Council

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K.S. Piggott.

DECLARATION OF MEMBER'S INTERESTS

Councillors Mrs. B.M. Venes and M. Walsh declared an interest in any item appertaining to the Allotments..

MINUTES

The Minutes of the meeting held on 12<sup>th</sup> April 2011, having been previously circulated, were confirmed and signed by the Chairman.

MATTERS ARISING FROM THE MINUTES

Ruddington Village Football Club (Vide Minute F. 11/1021

The Clerk read to members the contents of an email from the Secretary of Ruddington Village Football Club thanking the Parish Council for granting permission for the Ruddington Ladies Football Team to play their matches on a Sunday with a kick-off time of 2pm for the Season 2011/2012 in order to meet the new league's regulations.

Staff Appraisals (Vide Minute F. 11/1025

Councillor W.A. Wood pointed out that this item had not been included on the Agenda for this meeting, which the Clerk admitted had been an oversight.

The Clerk advise that NALC had been contacted with regard to guidelines in respect of staff appraisals and had been advised that this is something they do not possess. There is a template for staff appraisals on the ACAS website and Councillor W.A. Wood advised that having looked at a copy of this document, it would appear to be suitable for use by the Parish Council when carrying out staff appraisals.

Members agreed to refer this matter to the next Parish Council Meeting in order that a small working group could be set up, the make-up of which would depend on the experience of individual Councillors with regard to conducting staff appraisals.

RESOLVED:

That the subject of Staff Appraisals be placed on the Agenda for the next Parish Council Meeting.

JG

MOTION FOR ADJOURNMENT

There being no members of the public in attendance at the meeting no motion for adjournment was made..

F. 11/1027 DEVELOPMENT

New Developments

RESOLVED:

That the observations contained in Planning Schedule 653 be adopted.

F. 11/1028 STATEMENT OF ACCOUNTS

RESOLVED:

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

<b>Schedule of Payments for March</b>		20258.77
<b>Inter Account Transfers:</b>		
Current Account Transfers	Debit	28663.28
	Credit	12801.34
Deposit Account Transfers	Debit	127705.92
	Credit	158682.46
Imprest Account Transfers	Debit	0.00
	Credit	14904.58

Money Market Transfers	Debit	100019.18
	Credit	100000.00
14-Day Deposit Transfers	Debit	30000.00
	Credit	0.00

F. 11/1029 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 April, a revised schedule for April will be presented to the next meeting of the Committee.

RESOLVED:

That the above information be noted.

F. 11/1030 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. 11/1031 REPLACEMENT COMPUTERS (Vide Minute F. 11/1017)

The Clerk reported that teething problems were still being experienced although these had mostly been dealt with by Jalapeno, albeit with assistance from Rural Business Solutions in respect of the Accounts. On one occasion she had left a message on Jalapeno Office telephone, plus a message on Lawrence's mobile, who then responded to say he was with a client and would phone the following day. This did not happen and the Clerk had to contact him again two days later – fortunately the matter was not too urgent.

The Clerk advised that both herself and the Deputy Clerk felt that the installation of computers at the maintenance unit should be left on hold at the moment, particularly as the ground-staff were entering the busiest season for mowing etc.

The Clerk raised concerns regarding what would happen if Lawrence was unavailable or on leave as it appeared he was the only person to contact with regard to assistance in relation to the computers.

The Chairman said that this should all be covered in the Service Agreement but the Clerk pointed out that the Parish Council had not received any such document, or even had sight of it. The Chairman therefore felt it was important for the working group to meet on an urgent basis to get an action plan going and to check through the Service Agreement, which he knew existed even though it had not been received by the Parish Council. The Clerk pointed out that the working group was a member short since James Norton had not sought re-election.

RESOLVED:

That this matter be placed on the Agenda for the next meeting of the Parish Council in order that an additional person be appointed to the working group and a meeting be convened on an urgent basis.

JG

F. 11/1032 PHOTOCOPIER(Vide Minutes F. 11/1017 & F. 11/1026)

Copies of correspondence from Danwood giving details of the settlement costs should the Parish Council decide to terminate the existing agreement in respect of the Sharp Photocopier had previously been circulated.

The letter advises that the figure for settlement of the rental element of the agreement would be £3875.24 plus VAT plus £1836.70 plus VAT in settlement of the service agreement. These figures will remain valid for a period of 14days from 3<sup>rd</sup> June 2011 and if they have not heard from the Parish Council within 21days they will assume that the Parish Council no longer wishes to proceed with termination.

RESOLVED:

That the above information be noted.

Details of a new Photocopier

The Clerk reported that having asked Danwood to provide details of settlement costs on the existing copier they had obviously not wanted to lose the business and had therefore come up with a new offer incorporating an additional copier plus the option of a booklet folder. Details of both of these machines had previously been circulated to Members.

The new Xerox Photocopier would be of particular benefit and value in respect of producing a full colour version of the Parish Newsletter at a much reduced price. Currently a page which has any colour on at all, no matter how small, is charged at a full colour rate, whereas this new type of machine can distinguish colour in percentages and uses 4 price ranges – black and white at a base b/w rate; a page with a small amount of colour still at the base b/w rate; a page with approx. 50% colour at 50% of the colour rate and full colour at full colour rate.

In addition, there is the option to have a separate desktop machine which could be used to fold the newsletter, guides etc. which would be a considerable saving on administrative time.

The Chairman stated that the working group had agreed to look into the cost of photocopying provision and the Clerk had been asked to obtain a settlement figure. He suggested that Konica Minolta would be able to provide a comparative cost for photocopying services, which would include them taking over the settlement costs. He also suggested that

they would probably be able to offer one machine which would do all that Danwood were offering with the three machines they were offering.

It was suggested that the Parish Council should obtain three quotations for the provision of photocopying services in order to make comparisons and accept the quotation which most suited the needs of the Parish Council.

**RESOLVED:**

1. That this matter be referred to the next meeting of the Parish Council.
2. That once the new working group has been appointed, three quotations should be obtained.

JG

W/G

**F. 11/1033 INSURANCES 2011/2012**

The Clerk advised that the revaluation of properties had taken place and the following figures show the comparison between the original values and the revised values:

	<u>Original Value</u>	<u>Revised Value</u>
St. Peter's Rooms	£657,000	£1,375,000
Village Hall	£369,500	£710,000
Elms Park Pavilion	£300,000	£760,000
Maintenance Unit	£150,000	£155,000
Jubilee Clubhouse	£485,000	£900,000
Sellors Pavilion	£17,000	£40,000

In view of these increases in value the Clerk had agreed for Russell Scanlan to contact the Council's Insurers in order to increase the valuations as failure to do so could result in the Council being under-insured, particularly in the event of a claim during the year. As a result of these increases in value of the properties concerned, an invoice for the additional insurance premium had been received, which the Clerk had paid.

**RESOLVED:**

That the action taken by the Clerk to increase the valuations within the current year's insurance cover, together with the payment of the additional invoice for this, be approved.

**F. 11/1034 PARISH COUNCIL SURGERIES**

Copies of the programme for Parish Council Surgeries 2011-2012, together with details of those Councillors who will be in attendance on particular dates, had previously been circulated to Members. Two Members advised that they could not attend on the date allocated and the programme was therefore changed.

RESOLVED:

That the revised Programme of Parish Council Surgeries 2011-2012, a copy of which is appended to these Minutes, be approved.

JG

F. 11/1035 FLAG FLYING

Copies of correspondence regarding a complaint from a local resident in respect of the failure by the Parish Council to fly the flag on the day of the Royal Wedding, together with details of the Parish Council's policy on flying the flag, had previously been circulated to Members.

It was pointed out that the flag is only put up when staff are working, and the flag is never left up overnight due to the possibility of theft, which has happened in the past. Members agreed that as April 29<sup>th</sup>, the date of the Royal Wedding, was a Public Holiday and the staff were therefore on holiday, they did nothing wrong by not flying the flag. It was agreed that should the Council wish to change the existing policy by requesting that a member of staff attends at a weekend or on a Bank or Public Holiday, in order to get the flag from the Parish Council Office and hoist and lower the flag on a specific day, would incur additional costs. It was suggested, however, that in the future it may be that a Councillor may volunteer to carry out this duty.

RESOLVED:

1. That the action taken by the staff in line with current policy be approved.
2. That the resident who complained initially be informed of the Parish Council views on this matter.
3. That Parish Councillors consider volunteering in advance to attend St. Peter's Rooms when staff are not working in order to hoist and lower the flag.

JG`

F. 11/1036 RISK ASSESSMENTS

Copies of a form produced by the Deputy Clerk in respect of Contractor's Documentation, which is part of the Parish Council's Risk Assessments, had previously been circulated to Members.

RESOLVED:

That the Contractor's Documentation form be approved.

LC

F. 11/1037 VICARAGE LANE CEMETERY

Copies of correspondence from the owner of a burial plot in Vicarage Lane Cemetery advising of damage to a newly erected memorial headstone and plinth caused during mowing, together with a report from a monumental mason including estimated costs of repair, had previously been circulated to members.

The Clerk reported that she had spoken to the Council's ground-staff regarding this matter and they confirmed that whilst they take every care to ensure that any visible stones are removed prior to mowing taking place it is possible that the damage had been caused during mowing. The estimated cost of repair is £100 (inc. of VAT) but due to the depth of some of the chips in the stone the repair cannot be carried out on site and therefore an additional cost of £242.00 (inc. of VAT) will be added to the invoice for removal and re-fitting of the headstone.

The Clerk advised that this is the first time since the Parish Council took over control of Vicarage Lane Cemetery that an occurrence of this nature had happened and recommended to Members that under the circumstances the Parish Council should seriously consider paying for the remedial work to be carried out.

RESOLVED:

1. That the Parish Council agrees to pay for the remedial work to the damaged headstone and plinth in Vicarage Lane Cemetery.
2. That the owner of the plot be advised of the Council's decision and requested to furnish the Parish Council with the invoice for the necessary repairs once they have been completed.

JG

F. 11/1038 PROVISION OF PLANT & MACHINERY – REPLACEMENT TRACTOR

Copies of a report prepared by the Clerk and the ground-staff, a copy of which is appended to these Minutes, had previously been circulated to Members.

The Clerk reminded Members that at the time of preparation of the Budget for 2011/2012 a sum of £19,000 had been included for the replacement of the existing JD 4410 Tractor and Loader with a John Deere 432 48HP Large Chassis Tractor and a 400CX Loader. The higher horsepower tractor will enable the ground-staff to use the machine for additional work which the existing tractor is unable to cope with.

It is anticipated that more and more maintenance work will be carried out using tractor mounted machinery such as the spiker, spreader, seeder, top dresser etc and therefore it is vitally important that an efficient tractor and loader are available to enable the work to be carried out.

A revised quotation from Henton & Chattell Ltd, the local agents appointed by John Deere, for the supply of a John Deere 432 48HP Large Chassis Tractor and a 400CX Loader (including discounts) in the sum of £25841,00 exc. VAT had been received. However, taking into account the part exchange of the existing JD 4410 Tractor & Loader, the total price is reduced to £19,350.00 exc. VAT. In addition an example of a credit scheme which could be offered to the Parish Council had also been provided, but this would incur additional costs of £1823.00.

Members discussed the merits of obtaining a new tractor and loader and agreed that the time was right to go ahead, particularly in view of the fact that to delay a decision would result in a lower trade-in price for the existing machinery.

RESOLVED:

1. That the Parish Council agrees to the purchase of a John Deere 432 48HP Tractor and 400CX Loader above information be noted.
2. That the quotation from Henton & Chattell Ltd. in the sum of £19,350.00 exc. VAT, including the part exchange of the existing JD 4410 & Loader be accepted.
3. That the new tractor and loader be purchased outright. JG
4. That the purchases be made using funds from the Renewals & Repair Fund for Plant & Machinery. JG

F. 11/1039 CO-OPTION OF PARISH COUNCILLORS

Copies of the procedure to be adopted for the co-option of two Parish Councillors to fill the vacancies in Easthorpe & Manor Wards had previously been circulated to Members. Prospective candidates will be invited to attend the Parish Council Meeting on 28<sup>th</sup> June 2011 at which time they will be able to give a short presentation about themselves and answer three previously advised questions. The person/s to be co-opted will be elected by a ballot.

The Clerk reminded Members that it had previously been agreed that the Finance & Policy Committee would decide on the three questions to be posed to prospective candidates.

Members discussed this matter at length and the following three questions were agreed.

RESOLVED:

1. That the following three questions be posed to prospective candidates wishing to be considered for co-option to the Parish Council:-
  - (a) What do you think are the key issues facing Ruddington residents today?
  - (b) Why do you feel you would make a good Parish Councillor?
  - (c) In what way do you think the Parish Council gives value to the village?

2. That prospective candidates be invited to attend the Parish Council Meeting on 28<sup>th</sup> June 2011 and advised in advance of the three questions posed.

#### F. 11/1040 REPORTS ON FINANCE & POLICY MATTERS

The Clerk reported she had received updated quotations from British Gas for the supply of electricity at St. Peter's Rooms, Village Hall, Elms Park Pavilion, Maintenance Unit and Sellors Playing Field.

The Clerk reminded Members that last year the Parish Council had agreed to accept the quotations from British Gas for the supply of electricity to the above premises but at that time the existing supplier had refused to release the Parish Council from the contract with them.

The Clerk advised that the new quotations were even more favourable than those accepted in 2010 and she had therefore agreed to accept the new quotations from British Gas, which will take effect on 1<sup>st</sup> October 2011 i.e. when the existing contract with the existing supplier has expired. She advised she had written to the existing supplier advising that the Parish Council will be changing supplier w.e.f. 1<sup>st</sup> October 2011.

Members approved the action taken by the Clerk.

#### F. 11/1041 EXCLUSION OF PRESS & 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 items in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and they be asked to withdraw.

#### F. 11/1042 STAFFING

Copies of a draft advertisement, together with a draft time-table, in respect of the vacancy for Clerk to the Council/Responsible Financial Officer had previously been circulated to Members.

##### RESOLVED:

1. That the draft advertisement be approved.
2. That the proposed time-table be accepted.
3. That the Committee notes that some aspects of the Job Description may require reviewing at a later date.

F. 11/1043 ST. PETER'S ROOMS

The Clerk provided further information received from Nottinghamshire Police and the matter was fully discussed.

RESOLVED:

That Nottinghamshire Police be invited to attend the Parish Council Meeting scheduled to take place on 28<sup>th</sup> June 2011.

JG

The meeting closed at 9.37pm.

Chairman

Committee Chairman