

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE FINANCE AND POLICY COMMITTEE

HELD AT ST. PETER'S ROOMS ON TUESDAY 1st MARCH 2011 AT 7.30 PM

Membership

A	Councillors	P.F. McGowan	Chairman
		K.S. Piggott	Vice-Chairman
		Mrs. B. Breakwell	
A		D.J. Hall	
A		J.V. Norton	
		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
1 member of the public	

In the absence of the Chairman, the Vice-Chairman took the Chair

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P.F. McGowan and J.V. Norton.

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.

MINUTES

The Minutes of the meeting held on 18th January 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 David Hollingworth asked whether any progress had been made with regard to the Parish Council's involvement in the Trusteeship of the James Peacock Bread Charity. He was advised that this matter is still being investigated with the Charity Commission.

F. 11/999 DEVELOPMENT

New Developments

RESOLVED:

That the observations contained in Planning Schedule 644 be adopted.

F. 11/1000 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 January		16283.40
Inter Account Transfers:		
Current Account Transfers	Debit	3040.46
	Credit	16034.42
Deposit Account Transfers	Debit	126189.63
	Credit	133061.69
Imprest Account Transfers	Debit	0.00
	Credit	10155.11
Money Market Transfers	Debit	100021.23
	Credit	100000.00
14-Day Deposit Transfers	Debit	30000.00
	Credit	0.00

F. 11/1001 STATEMENT OF INCOME RECEIVED

RESOLVED:

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

Income received for January	3732.20
Total Income received 01.04.10–31.01.11	43466.14

F. 11/1002 OUTSTANDING SUNDRY DEBTOR ACCOUNTS

Ruddington Village Football Club

The Clerk reported that all outstanding monies owed by the 1st Team, Under 12's and Ladies Under 16's had now been paid.

RESOLVED:

That the above information be noted.

F. 11/1003 QUARTERLY STATEMENT OF INCOME AND EXPENDITURE BY BUDGET HEADING TO 31st DECEMBER 2010

Copies of the Summary Report dated 31st December 2010 (9 months), which also includes the DLO and Administration re-charges to Budget Heads, had previously been circulated to Members.

RESOLVED:

That the above information be noted.

F. 11/1004 REPLACEMENT COMPUTERS (Vide Minute F. 11/992)

Councillor N.J. Tegerdine advised that the working group would be meeting following the Finance & Policy Committee Meeting in order to progress this matter.

RESOLVED:

That the above information be noted.

F. 11/1005 POLICY IN RESPECT OF DOG CONTROL ON PARISH COUNCIL FACILITIES (Vide Minutes F. 11/997 & Item 11–Amenities Report)

Copies of information obtained via the Rushcliffe Borough Council Dog Control Officer, together with a schedule of Parish Council locations containing the preferred options with regard to dog control had previously been circulated to Members.

Councillor W.A. Wood suggested that further information be obtained from the Borough Solicitor with regard to the possible inclusion of areas within Ruddington in the Borough's Dog Control Orders.

Councillor N.J. Tegerdine suggested that in addition to signage it may be beneficial to provide dog-poop bags to encourage dog owners to clean up after their pets.

Members agreed that signage be erected as appropriate at the various facilities and a receptacle containing dog-poop bags be provided at Elms Park for a trial period.

RESOLVED:

1. That further information be sought from the Borough Solicitor in respect of Dog Control Orders. JG
2. That signage, as appropriate, be erected at Parish Council owned sites and facilities LC
3. That dog-poop bags be provided at Elms Park for a trial period. JG
4. That the subject of Dog Control be reviewed at the Finance & Policy Committee Meeting scheduled to take place on 6th September 2011. JG

F. 11/1006 INTERNAL CONTROL POLICY (Vide Minute F. 10/985)

Copies of the Internal Control Policy document, incorporating necessary revisions, had previously been circulated to Members.

The Clerk advised that the revisions were highlighted within the document in red ink and mainly concerned the adoption of the BACS system for the payment of supplier invoices.

RESOLVED:

That the revised copy of the Internal Control Policy document be adopted.

F. 11/1007 INSURANCE CLAIM – JUBILEE FIELD

The Clerk advised that following an accident in July 2010 when a large van caused extensive damage to one of the gate pillars at Jubilee Field the Parish Council's Insurers had successfully claimed against the driver's insurance.

Members were advised that emergency action had been taken to enable the gates to continue to be used, but the pillar had eventually had to be completely dismantled and re-built at a cost of £1477.31 exc. of VAT.

The Clerk advised that initially the Insurers had reimbursed the Parish Council in the sum of £1227.31 (ie minus the £250 excess). However a further cheque had been received for the £250 which means that the Parish Council has borne no costs in relation to the accident – a very satisfactory outcome.

RESOLVED:

That the above information be noted.

F. 11/1008 RISK ASSESSMENTS

(Vide Minute F. 10/979 & Item 10 – Amenities Report)

Members were advised that the full copy of the Risk Assessment document is available in the Parish Council Office but it had been considered too large to issue to individual Councillors. Copies of the list of contents and a sample sheet for reporting supplementary items for action had however previously been circulated to Members.

The Deputy Clerk advised that there are numerous issues which require attention before the end of March 2011, but generally many of these could be attended to by the Groundstaff, if time was made available. The Deputy Clerk reported that the Risk Assessment for Allotment sites had been completed, but risk assessments of individual allotments at both Wilford Road and Clifton Road sites will be required. These will be reported to the Amenities Committee when available.

The Fire Risk Assessment was undertaken by Allen Fire on Wednesday 16th February 2011 and their report was received on 28th February 2011. The analysis of this report will be presented to a future meeting of the Finance & Policy Committee in due course.

The Report on Control of Substances Hazardous to Health (COSHH) is in the process of being compiled and will be presented to the Finance & Policy Committee when completed.

RESOLVED:

1. That the above information be noted.
2. That the Finance & Policy Committee recommends that the Risk Assessment Document be adopted. JG
3. That Risk Assessments be monitored by either the Amenities Committee or Finance & Policy Committee, as appropriate. LC
3. That Members' thanks be recorded to the Deputy Clerk for all the work undertaken in producing the Risk Assessment Document and the excellent manner in which it has been compiled.

F. 11/1009 THE JAMES PEACOCK BREAD CHARITY

(Vide Minute F. 11/993)

The Clerk reported that due to pressure of work, she had been unable to obtain further information in respect of the Parish Council's involvement with the James Peacock Bread Charity. She advised that she will write to the Charity Commission and hopefully have further information to present to the next meeting of the Committee.

RESOLVED:

That the above information be noted.

F. 11/1010 REPORTS ON FINANCE & POLICY MATTERS

There were no further Finance & Policy matters reported.

F. 11/1011 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 be asked to withdraw.

F. 11/1012 MISREPRESENTATION OF RUDDINGTON PARISH COUNCIL

The Clerk gave a resumé of a recent incident which had occurred and advised that whilst the matter was being investigated it came to light that the Parish Council had been misrepresented in a letter to a local resident. The Clerk was extremely concerned that Parish Council Headed Notepaper had been used in an unauthorised manner by a former Councillor, which gave the impression that the Parish Council condoned the contents of the letter and indeed, had authorised the letter to be sent.

The Clerk had consulted with the Nottinghamshire Association of Local Councils who had confirmed that **ONLY** the Clerk, or someone delegated by the Clerk, is authorised to sign letters on Parish Council Headed Paper. She reminded Members that Councillors act as a body, not as individuals, and never should a Councillor issue, or sign, a letter on behalf of the Parish Council unless authorised to do so by the Council or one of its Committees.

RESOLVED:

1. That a letter be sent to the resident thanking her for providing a copy of the letter dated 10th February 2011.
2. That the resident be advised that the Parish Council has been misrepresented and therefore disassociates itself completely from the letter dated 10th February 2011.
3. That the resident be advised that the letter dated 10th February 2011 had been sent by an individual who had no authority whatsoever from the Parish Council to use Parish Council headed notepaper.

The Meeting closed at 8.28pm

Chairman

Committee Chairman