

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE FINANCE AND POLICY COMMITTEE

HELD AT ST. PETER'S ROOMS ON TUESDAY 2nd NOVEMBER 2010 AT
7.30 PM

Membership

Councillors	P.F. McGowan	Chairman
	K.S. Piggott	Vice-Chairman
	Mrs. B. Breakwell	
	D.J. Hall	
	J.V. Norton	
	N. Tegerdine	
	Mrs. B.M. Venes	
A	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
2 members of the public	

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor W.A. Wood.

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 7th September 2010, having been previously circulated, were confirmed and signed by the Chairman.

MATTERS ARISING FROM THE MINUTES

Council Tax Increases (Vide Minute F. 10/966)

The Clerk advised that the Council's comments had been submitted to the Department for Communities and Local Government. Further communications had been received via the Society of Local Council Clerks and the National Association of Local Councils advising that local precepting authorities, such as town and parish councils, will not be included in the Council Tax freeze in 2011/2012.

Copies of both communications had previously been circulated to Members and the information was noted.

MOTION FOR ADJOURNMENT

RESOLVED:

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

Soham Patel of Birkin Avenue advised Members of the details of his planning application which will be discussed at the meeting and said he would be willing to answer any questions they may wish to raise.

David Hollingworth advised that he had read the report prepared by the Clerk in respect of the James Peacock Bread Charity in which the Clerk had said she could find no reference to the Parish Council being responsible for administering this charity. Mr. Hollingworth advised that the charity was originally administered by the Church and then subsequently passed to the Parish Council to appoint Trustees. He is convinced that the history is there, but it is just a matter finding it.

In response to a question raised by the Clerk as to where any historic documents may be found, Mr. Hollingworth advised that the old Minute Books are in the possession of the Chairman of the Trustees.

Mr. Hollingworth also reported that one of the current Trustees is disenchanted with the manner in which the Charity is being operated and is threatening to resign.

F. 10/974 DEVELOPMENT

New Developments

RESOLVED:

That the observations contained in Planning Schedule 636 be adopted.

F. 10/975 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 August		7974.92
Inter Account Transfers:		
Current Account Transfers	Debit	10928.28
	Credit	5039.05
Deposit Account Transfers	Debit	116101.07
	Credit	110650.88
Imprest Account Transfers	Debit	0.00

	Credit	11062.02
Money Market Transfers	Debit	100022.60
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

Schedule of Payments for September 11515.18

Inter Account Transfers:

Current Account Transfers	Debit	1822.18
	Credit	10389.96
Deposit Account Transfers	Debit	121253.29
	Credit	101843.41
Imprest Account Transfers	Debit	0.00
	Credit	10863.33
Money Market Transfers	Debit	100021.23
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

F. 10/976 STATEMENT OF INCOME RECEIVED

RESOLVED:

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

Income received for September	6329.80
Total Income received 01.04.09–30.09.10	30678.90

F. 10/977 OUTSTANDING SUNDRY DEBTOR ACCOUNTS

Details of an outstanding account in respect of Ruddington Cricket Club had previously been circulated to Members.

The Clerk advised that for the 2009 Season, no invoices were paid during the season, and the treasurer eventually paid all outstanding invoices in October 2009 after being advised that the matter would be reported to the Parish Council.

The Clerk and Deputy Clerk therefore agreed that this year, statements would be sent on a monthly basis. In addition, numerous phone messages have been left on the treasurer's answerphone advising that unless invoices were paid by a certain date the matter would be reported. This did result in two invoices being paid in full for hire of the cricket pitch in May and June, plus part payment of the invoice for July. At the same time, a message was received that the balance of the July invoice, and the invoice for August, would be paid in a week's time when the treasurer returned from holiday.

To date no further payments have been received, despite several phone messages being left. The Clerk advised that she had even pointed out that it did not look good that the Cricket Club owed the Parish Council money, but at the same time were asking the Parish Council to provide cricket training facilities at considerable cost.

Councillor J.V. Norton agreed to contact other members of the committee of Ruddington Cricket Club in an effort to resolve the matter.

RESOLVED:

1. That Councillor J.V. Norton discusses this matter with members of Ruddington Cricket Club.
2. That this matter be further discussed at the next Amenities Committee meeting scheduled to take place on 30th November 2010.

JN

JG

F. 10/978 QUARTERLY STATEMENT OF INCOME AND EXPENDITURE BY BUDGET HEADING

Copies of the Summary Report dated 30th September 2010 (6 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. 10/979 RISK ASSESSMENTS

Draft copies of the Overview of Risk Assessments, together with sample copies of the full Risk Assessments in respect of St. Peter's Rooms and the Maintenance Unit had previously been circulated to Members.

The Clerk advised that the Risk Assessments had been prepared by the Deputy Clerk, who had undertaken to carry out this project and had spent a considerable amount of time researching and preparing the draft documents.

The Deputy Clerk advised that the following Risk Assessments have been completed to date:-

St. Peter's Rooms
Village Hall
Maintenance Unit;
Elms Park Pavilion
Jubilee Clubhouse
The Green;
Vicarage Lane Cemetery
St. Peter's Churchyard;
Flawford Churchyard

The Clerk advised that the Deputy Clerk is proposing to have the Risk Assessments completed ready for final approval at the Finance & Policy Committee Meeting scheduled to take place on 1st March 2010. This will then enable the Parish Council to adopt the Risk Assessments at the meeting scheduled to take place on 8th March 2010.

The Deputy Clerk expressed concern regarding the production of Fire Risk Assessments, but said she would discuss this matter with the company who maintain the fire appliances located on Parish Council premises. Councillor Mrs. B. Breakwell also agreed to provide the Deputy Clerk with a sample of a Fire Risk Assessment Form in order to assist with this matter.

RESOLVED:

1. That the draft sample Risk Assessments be approved.
2. That the Risk Assessments be completed in time for discussion and approval at the next meeting of the Committee.
3. That the Deputy Clerk be congratulated on the manner in which she is progressing with production of the Risk Assessments on behalf of the Parish Council.

LC

F. 10/980 ELMS PARK PLAY AREA (Vide Minute C. 1383)

Phase 1 and Phase 2

Members were reminded that at the Special Parish Council Meeting held on 19th October 2010 approval was given to place the order with Proludic for Phase 1 of the project.

At that meeting Members had also been advised that funding had been secured through the Rushcliffe Borough Council Capital Grant Scheme which would enable Phase 2 of the project to be completed. Phase 2 is for provision and installation of the Proludic Vitality Gymnasium equipment at a cost of £15,000 exc. of VAT.

RESOLVED:

1. That the quotation from Proludic in the sum of £15,000 exc. of VAT be accepted for provision of the Vitality Gymnasium Equipment.
2. That the order be placed immediately to enable delivery of all equipment associated with both Phase 1 and Phase 2 of the project to be delivered and installed at the same time.

JG

Phase 1 – Inclusive Play Revolve

Councillor D.J. Hall advised that he had been contacted by Proludic to advise that they have been experiencing problems with the Inclusive Play Revolve in that the bearings have been found to be seizing up, which slows the equipment down. Proludic have therefore recommended that this piece of equipment, which is included in Phase 1 of the project, be replaced with the Play Wheel Spin. Proludic had pointed out that this should prove to be a more reliable and better performing roundabout.

Members were advised that this type of equipment is vital to the project as it is for 'inclusive play' which includes children with disabilities. Unfortunately, the cost of the replacement equipment will incur an additional cost of £2316 exc. of VAT but Proludic have agreed that payment for this could be deferred into the next financial year.

Members agreed that it was vitally important that a piece of equipment for 'inclusive play' be included within the scheme.

RESOLVED:

1. That approval be given for Proludic to replace the Play Revolve with the Play Wheel Spin in Phase 1 of the project at an additional cost of £2316.00 exc. of VAT. JG
2. That the offer by Proludic to defer payment for this piece of equipment until the new financial year be accepted. JG

F. 10/981 THE JAMES PEACOCK BREAD CHARITY

Members were reminded that it is this charity which oversees the running of the Hareham Gardens Allotment sites located on Asher Lane.

Copies of a document prepared by The Clerk showing some of the background information surrounding this charity had previously been circulated to Members. The Clerk pointed out that she had been unable to find a direct reference to the Parish Council being responsible for this charity.

It was noted that with the co-operation of the Charity Commissioners the charity's name was changed in 2010 from 'The Bulwell Estate and Peacock Bread Charity' to 'The James Peacock Bread Charity'. It was also noted that in 1991 the property and permanent endowment of the former 'Rebecca Radford Charity' had been transferred to the 'Bulwell Estate and Peacock Bread Charity'.

In addition, the property of the 'Lydia Cheetham Charity' had also been transferred to the 'Bulwell Estate and Peacock Bread Charity' in 1996/1997.

The Clerk advised that she had been unable to obtain information regarding the older history of this charity but had been advised by David Hollingworth that Mike Tailby, the Chairman of the Trustees, should be able to furnish the Parish Council with this as he should be in possession of old Minute Books etc.

Councillor N.J. Tegerdine advised that this information should be available on the Charity Commissioners Website and the Clerk agreed to investigate this.

Members agreed that it was important to establish the status of the charity, the names of former trustees and whether a precedent has previously been set with regard to the Parish Council overseeing the operation of the charity.

RESOLVED:

1. That further investigations be undertaken with regard to establishing the history surrounding The James Peacock Bread Charity, together with the former Bulwell Estate and Peacock Bread Charity. JG
2. That this matter be further discussed at the next meeting of the Committee. JG

F. 10/982 REMEMBRANCE SUNDAY

Copies of information from Nottinghamshire County Council in respect of the closure of part of Church Street for a period of 2 hours on Sunday 14th November 2010 had previously been circulated to Members.

Members were advised that the Ruddington Branch of the Royal British Legion had raised with the County Council their concerns about the effect the Remembrance Service at the War Memorial on Sunday 14th November would have with regard to the temporary one-way system currently in operation. As a result of this, the County Council has agreed to close Church Street between its junctions with High Street and Charles Street between 10am and 12 noon.

Members agreed that either Councillor K.S. Piggott or Councillor D.J. Hall would lay the Parish Council's wreath at the War Memorial on behalf of the parishioners of Ruddington in the absence of the Chairman.

Councillor Mrs. B.M. Venes advised that she would be laying the wreath on behalf of Rushcliffe Borough Council at Ruddington War Memorial, whilst Councillor P.F. McGowan advised that he would be representing the Borough Council's elsewhere within the Borough.

RESOLVED:

That the above information be noted.

F. 10/983 PARISH COUNCIL ELECTIONS – MAY 2011

Members were reminded that it had previously been suggested that publicity should be given to the upcoming Parish Council elections in May 2011 in order to advise local residents of the benefits of being a local Parish Councillor, together with the criteria which has to be met.

Copies of a suggested time-table for the preparation of relevant information prior to its publication on the Parish Council's Website and in the Village Newsletter had previously been circulated to Members.

Details are as follows:-

2 nd November 2010	Policy decision by Finance & Policy
16 th November 2010	Parish Council to decide who prepares relevant copy
7 th January 2011	Latest date by which copy to be supplied to Parish Council Office
18 th January 2011	Finance & Policy to approve copy
25 th January 2011	Parish Council to ratify copy
1 st February 2011	Copy to appear on Website and in February and March Newsletters

RESOLVED:

1. That the above information be noted.
2. That the suggested time-table, as detailed above, be approved.

JG

F. 10/984 REPLACEMENT COMPUTERS

Members were reminded that at the Parish Council Meeting held in November 2009 a quotation from Purple Zebra (the Parish Council's current provider of equipment and maintenance) had been presented to upgrade the memory of the three existing computers and install a shared data/back-up solution in the sum of £734.74 exc. of VAT. This was to be an interim measure prior to replacement of the computers once any teething problems with Windows 7 had been ironed out.

At the Parish Council Meeting it had been suggested that it may be more beneficial to out-source back-up facilities and Councillors J.V. Norton and N.J. Tegerdine agreed to liaise with the Administrative Staff to discuss future requirements in respect of ICT facilities and make recommendations to the next meeting the Finance & Policy Committee.

The Clerk reported that despite numerous requests by the Administrative Staff these discussions have never taken place. However, at the end of September 2010 Councillor N.J. Tegerdine did arrange for a representative from a Nottinghamshire company to carry out an IT audit of what is currently available and make recommendations as to what is needed. This information has not been made available to the Clerk and Deputy Clerk.

Councillor J.V. Norton reported that he had recently met with Councillor N.J. Tegerdine to discuss the results of the IT audit and he would be providing information to the Administrative Staff within the next few days to enable three quotations to be obtained on a like-for-like basis. Amongst the suggestions made are:-

- Replace one computer which will then act as a file server
- Must have auto-back
- Make more use of domain name for emails etc
- On-going support
- Maintenance contract
- Option for St. Peter's Rooms to be wireless networked
- Option for provision of a laptop computer and projector to be made available at St. Peter's Rooms

The Clerk advised that the Parish Council currently has a support and maintenance contract with Purple Zebra and that she had been contacted once again by them to ascertain whether the Parish Council was any further forward with replacing the computers following the decision last November not to accept the interim upgrade.

Both the Clerk and the Deputy Clerk stressed to Members that a decision on this matter was now required with extreme urgency. The Deputy Clerk advised that she is frequently having to take work home with her to complete on her own computer as the office computer 'crashes' several times a day with the result that work in progress is 'lost' and is therefore having to be repeated. It was pointed out that had the interim measures been completed last year many of the problems currently being experienced would have been eliminated and a secure back-up solution would have been in place.

The Chairman suggested that the specification provision of IT equipment be supplied to the Administrative Staff as soon as possible to enable quotations to be obtained without further delay. It was also suggested that a group of Councillors be appointed with delegated powers to make the final decision once the quotations have been received.

RESOLVED:

1. The Councillor J.V. Norton furnishes the Parish Council Office with the specification in respect of IT provision.
2. That once the specification in respect of IT provision is received, three like for like quotations be obtained.

JN

JG

3. That on receipt of the relevant quotations, three out of four of the following Councillors meet to make a decision on acceptance of the quotation:-

Councillor P.F. McGowan
Councillor J.V. Norton
Councillor K.S. Piggott
Councillor N.J. Tegerdine

4. That an order for IT provision be placed without delay following acceptance of the quotation.

F. 10/985 REPORTS ON FINANCE & POLICY MATTERS

Internal Control Policy

The Clerk advised that amendments are necessary to the Internal Control Policy Document following the adoption of BACS payments in respect of supplier invoices. She also advised that following information received from the External Auditor amendments will be required to the section on Internal Audit. The Clerk is proposing to present the revised document for initial approval by the Finance & Policy Committee at the meeting scheduled to take place on 18th January 2011.

Members noted this information.

The Meeting closed at 8.45pm

Chairman

Committee Chairman

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