

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE FINANCE AND POLICY COMMITTEE

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

Membership

A	Councillors	N.J. Tegerdine P.F. McGowan Mrs. B. Breakwell	Chairman Vice-Chairman
A		Miss S.A. Chambers 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

Mrs. J.A. Goodbody	Clerk to the Council
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 Councillors Miss S.A. Chambers and N.J. Tegerdine.

DECLARATION OF MEMBER'S INTERESTS

No declarations of interest were made.

MINUTES

The Minutes of the meeting held on 6th September 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.

F. 11/1060 DEVELOPMENT

New Developments

RESOLVED:

That the observations contained in Planning Schedule 663 be adopted.

F. 11/1061 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 16706.04

Inter Account Transfers:

Current Account Transfers	Debit	3739.34
	Credit	16270.61
Deposit Account Transfers	Debit	127740.39
	Credit	133760.87
Imprest Account Transfers	Debit	0.00
	Credit	11469.78
Money Market Transfers	Debit	100021.23
	Credit	100000.00
14-Day Deposit Transfers	Debit	30000.00
	Credit	0.00

Schedule of Payments for September 34180.93

Inter Account Transfers:

Current Account Transfers	Debit	6572.29
	Credit	33730.99
Deposit Account Transfers	Debit	144867.14
	Credit	136594.21
Imprest Account Transfers	Debit	0.00
	Credit	11136.15
Money Market Transfers	Debit	100021.92
	Credit	100000.00
14-Day Deposit Transfers	Debit	30000.00
	Credit	0.00

F. 11/1062 STATEMENT OF INCOME RECEIVED

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

Income received for August	4023.27
Income received for September	6487.96
Income received 1 April to 30 September 2011	25526.33

RESOLVED:

That the above information be noted.

F. 11/1063 QUARTERLY STATEMENT OF INCOME AND EXPENDITURE BY BUDGET HEADING TO 30th SEPTEMBER 2011

Copies of the Summary Report dated 30th September 2011 (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. 11/1064 OUTSTANDING SUNDRY DEBTOR ACCOUNTS

The Clerk reported that there were currently two accounts which were causing concern and the Committee discussed each on an individual basis.

Bunbu Dojo Karate

The Clerk advised that although the hirer had paid his account up to date in September 2011, the cheque had subsequently been returned by the bank. At the time payment was made, the hirer requested that further invoices be sent to him c/o the school at which he is a teacher as he was no longer living at his previous address due to a change in his personal circumstances.

The Clerk stated that as soon as it was known that the cheque had been returned, the hirer had been sent a recorded delivery letter to the school address requesting payment of outstanding monies in cash. The hirer made no contact with the Parish Council and therefore on the evening of 17th October the Clerk and Deputy Clerk waited at the Village Hall for his arrival, but he did not turn up.

Subsequently, on the evening of 18th October she and Gary Long waited outside a venue in West Bridgford used by the hirer in the hope of speaking to Mr. Martin. When he arrived, he appeared to be 'quite ill' and when asked why he had not responded to the letter he said 'you are assuming I have received it,' which the Clerk took to mean that he was off work and therefore had not received the letter. The Clerk did point out that as the letter had not been returned to the Parish Council Office it must have been signed for by somebody.

The Clerk pointed out that the hirer appears to no longer be using Parish Council premises for his classes and during the conversation he was requested to return the keys for both St. Peter's Rooms and the Village Hall. He said he would do so as soon as he could gain access to his previous home and promised to pay off the outstanding account as soon as possible.

RESOLVED:

1. That this matter be left in abeyance until the next meeting of the Committee.
2. That the staff be thanked for their endeavours in trying to resolve this matter prior to the meeting.

Ruddington Colts Under 12's (now Under 13's)

The Clerk reported that the Ruddington Colts Under 12's team (now the Under 13's) had three outstanding invoices from the 2010/2011 season amounting to £159.36, together with one invoice for the current season in the sum of £41.20 and despite being sent numerous reminders these invoices still remain unpaid. Both the Treasurer and General Secretary of the Football Club have been kept informed of this matter.

The Clerk advised that an email had been received prior to the commencement of the meeting to advise that a cheque had been put in the post to cover all outstanding invoices.

RESOLVED:

1. That the above information be noted.
2. That progress on this matter be reported at the next meeting of the Committee.

F. 11/1065 PHOTOCOPIER (Vide Minute ~F. 11/1051)

Councillor K.S. Piggott reported that the working group had met on 25th October 2011 to consider the three quotations received in respect of the provision of photocopying services. 'Like for like' quotations had been received from The Danwood Group, Konica Minolta and Reprotect and following a discussion it had been unanimously agreed that the quotation from Konica Minolta offered the best value for the Parish Council.

The Deputy Clerk advised that Konica Minolta had been informed and a meeting will be taking place on 2nd November 2011 to finalise the details and sign the new contract. In the meantime, discussions have been taking place between Konica Minolta and Jalapeno, the Parish Council's IT consultant, with regards to any necessary adjustments required to the existing computer system to enable it to be linked to the new photocopier /printing equipment.

It is anticipated that the new equipment will be installed within the next two-three weeks.

RESOLVED:

1. That the above information be noted.
2. That the quotation from Konica Minolta be accepted.

3. That the existing contract with The Danwood Group be terminated.
4. That the working group be thanked for bringing this matter to a satisfactory conclusion.

F. 11/1066 DESIGNATED PERSON TO BE ON CALL

(Vide Minute A. 11/908)

Copies of a report prepared by the Deputy Clerk in respect of call-outs by the ground-staff during 2010/2011 and the costs incurred had previously been circulated to Members. The report also contains details of the additional costs that would be incurred if the Parish Council decided to pay a retainer plus a reduced call-out payment to a person appointed to be on regular call-out, which amounts to an increase of approximately £1,040.

The Deputy Clerk advised that in addition to the calculations used to assess the cost of call-outs for the ground-staff, the previous six month records had been used to calculate the estimated cost of a full year's call-out charges for the Clerk and Deputy Clerk, along with the loss of revenue as a result of refunds due to callout issues, which amounted to £698. If the recommended new call-out system was to be adopted this cost would be £214, which would reduce the overall cost of the new system from £1040 per annum to £556 per annum.

Based on a typical month, it was calculated that usage of the two main venues averages around 3888 hours per annum and therefore the excess of £556 could be easily recovered by an hourly increase of 15p. on the charge rates for 2012/2013.

Following a lengthy discussion Members agreed to adopt all the recommendations made.

RESOLVED:

1. That the existing key-holder arrangement be cancelled.
2. That the call-out payment be reduced to a minimum of one hour at double time.
3. That the 'on-call' person be paid a retainer of £25.00 per week, except when he/she is on holiday for a complete week.
4. That the 'on-call' person be given the available mobile phone, which will be used for nothing other than call-outs.
5. That if the person 'on-call' is on planned holiday, he/she gives the appropriate mobile phone to another member of staff to deal with call-outs during their absence.

6. That if the person 'on-call' is unavailable, it remains that person's responsibility to ensure that another employee is given the message to deal with that particular call-out. If there is no other member of staff available to respond to the call-out, the responsibility will remain with the 'on-call' person to attend.
7. That if the person 'on-call' is off sick/away, calls can be diverted to another member of staff by agreement.
8. That regular users of Parish Council Facilities who persistently cause an alarm to be triggered (i.e. more than once in a season or three month period) be advised that a charge of £25.00 will be made for each subsequent call-out.
9. That all proposed hourly rates be increased by 15p commencing 1st April 2012.

F. 11/1067 BUDGET 2012/2013

Members discussed the forthcoming Budget 2012/2013 and agreed that there were no special items which require to be included in the Finance & Policy Committee Budget.

The Deputy Clerk reported that she had looked into the charges for photocopying and would be recommending that the charges for single-sided copies should remain unchanged, A4 duplex copies should be increased by 1.75% and all other duplex charges be slightly reduced. Members agreed to this suggestion.

RESOLVED:

That the above information be noted.

F. 11/1068 VILLAGE GUIDE AND WEBSITE

The Deputy Clerk, along with Councillor Mrs. B. Breakwell, raised concerns regarding the details of local shops and businesses which are listed by trade in the village guide and on the website. Requests are now being received from other traders in the village, particularly those who work from home and do not have business premises, to be included.

Members were advised that whilst the existing entries can be maintained and updated without too much time being spent, it would be a mammoth task if all trades, eg electricians, plumbers etc were to be included.

It was pointed out that whilst the above information is included in the village guide and on the website, there is a disclaimer printed which states:

'Although every effort has been made to ensure the accuracy of the information on the website, Ruddington Parish Council cannot accept responsibility for any inaccuracies or omissions and does not endorse any service, business or organisation mentioned in it'.

Members agreed to the collection and inclusion of the additional information for use on the website and in the village guide until such time as there becomes too much to be included in the village guide in its current format. At that time, the matter will be further discussed by the Committee and a decision taken as to whether to produce a special publication in respect of shops, businesses etc.

RESOLVED:

1. That this matter be allowed to evolve and that information provided be collected and used on the website and in the village guide.
2. That as and when there becomes too much information to be included in the village guide in its current format, the matter be further discussed by the Committee.

F. 11/1069 NOTTINGHAMSHIRE BUILDING PRESERVATION TRUST

Details of the Annual General Meeting of the Nottinghamshire Building Preservation Trust, which will be taking place on 2nd November 2011 at Southwell commencing at 7.00pm, had previously been circulated to Members.

RESOLVED:

That the information be noted.

F. 11/1070 NOTTINGHAMSHIRE COUNTY COUNCIL – DEVELOPING A NOTTINGHAMSHIRE APPROACH TO LOCALISM

Copies of correspondence from Nottinghamshire County Council regarding the Localism Bill had previously been circulated to Members.

The correspondence advises that the Localism Bill is currently progressing through parliament and is expected to become law before the end of the year. The Bill outlines major reforms across all public services, devolving power from central government into the hands of local communities and councils. The County Council will be the beneficiary of new powers passed through the Bill and will have new powers to pass on to local communities.

To prepare for these changes, the County Council is looking at how it can introduce new policy to make the most of these powers for the communities of Nottinghamshire. This will build on its current commitments to empower local people so that they can make decisions about where they live and for communities to be involved in the way that local services are shaped and delivered. To help with the development of the policy, the views previously expressed by the public, parish/town councils and the voluntary/community sector are being used to inform thinking around;-

- How organisations such as town and parish councils and the voluntary sector can work with the County Council in future to shape local services or deliver services on its behalf
- How local communities protect assets of community value such as their village pub or community allotments
- How the County Council can make it easier for local communities to do the things that makes *their* local community

It is anticipated that the Bill will become law in December and following this the County Council will contact the Parish Council again to update on the progress of the policy and provide further opportunities for input in the New Year when it looks at the detail of how to make this work for Nottinghamshire.

RESOLVED:

That the above information be noted.

F. 11/1071 COMMUNITY CHRISTMAS TREE (Vide Minute E. 11/813)

Members were advised that this matter had been referred to this Committee by the Environment & Community Committee in order that the issue of dressing a tree within St. Peter's Churchyard with festive lights could be discussed in more detail.

The Deputy Clerk reported that a letter had been sent to the Secretary of St. Peter's Church regarding this matter and no response had been received to date.

RESOLVED:

That the above information be noted.

F. 11/1072 RUDDINGTON FESTIVAL IN 2012 (Vide Minute E. 11/815)

Members were advised that the Ruddington Festival in 2012 Planning Group had selected Saturday 14th July 2012 as the date for the proposed Ruddington Festival.

This matter was discussed at length at the Environment & Community Committee Meeting held on 18th October 2011 and Members had fully supported the use of Elms Park as a venue, the use of the Pavilion at Elms Park and the use of a Parish Council facility for future meetings, subject to availability, and subject to ratification by this Committee.

Councillor Mrs. B. Breakwell advised that the Planning Group were endeavouring to source funding towards the festival and had written to all businesses on Ruddington Fields Business Park seeking their support. In addition, it was reported that John A. Stephens Ltd. had promised the use of a lorry on the day. She advised that one area of

concern is the provision of public liability insurance and the cost of this is currently being investigated.

It was proposed by Councillor W.A. Wood, and seconded by Councillor K.S. Piggott, that a sum of £1000 be included in the Parish Council's Budget 2012/2013 towards the cost of staging the Ruddington Festival 2012.

RESOLVED:

1. That the Ruddington Festival in 2012 Planning Committee be granted use of Parish Council Facilities, free of charge, for future meetings (subject to availability)
2. That the Ruddington Festival in 2012 Planning Committee be granted the use of the Playing Fields and Elms Park Pavilion, free of charge, on Saturday 14th July 2012.
3. That the sum of £1000 be included in the Budget 2012/2013 for the Ruddington Festival 2012.

F. 11/1073 REPORTS ON FINANCE & POLICY MATTERS

There were no matters to report.

The Meeting closed at 8.25pm

Chairman

Committee Chairman