

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE FINANCE AND POLICY COMMITTEE

HELD AT ST. PETER'S ROOMS ON TUESDAY 6th SEPTEMBER 2011
AT 7.30 PM

Membership

Councillors	N.J. Tegerdine	Chairman
	P.F. McGowan	Vice-Chairman
	Mrs. B. Breakwell	
	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

Councillor Mrs.S. Kaur Samra	
Councillor Mrs. M. Pell	
Mrs. J.A. Goodbody	Clerk to the Council
Mrs. L.M. Cooke	Deputy Clerk
2 members of the public	

APOLOGIES FOR ABSENCE

There were no apologies for absence received.

DECLARATION OF MEMBER'S INTERESTS

Councillor K.S. Piggott declared an interest in Planning Application 11/00887/FUL.

MINUTES

The Minutes of the meeting held on 14th June 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 members of the public present to make statements on Agenda items.

During the adjournment David Hollingworth pointed out that he had noticed in the accounts that the Parish Council pays for security patrols at the playing field. He raised the fact that several incidents have occurred after 10.30pm in the evening with noisy youngsters and local residents have told him that they never see the security company on site. He suggested that this matter should be investigated further.

F. 11/1044 DEVELOPMENT

Councillor K.S. Piggott, having previously declared an interest in Planning Application 11/00887/FUL, took no part in the discussions on that particular application.

New Developments

RESOLVED:

That the observations contained in Planning Schedule 659 be adopted.

F. 11/1045 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 April 19064.68

Inter Account Transfers:

Current Account Transfers	Debit	18723.56
	Credit	6974.94
Deposit Account Transfers	Debit	114658.54
	Credit	118744.79
Imprest Account Transfers	Debit	0.00
	Credit	7683.60
Money Market Transfers	Debit	100021.23
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

Schedule of Payments for May 15017.40

Inter Account Transfers:

Current Account Transfers	Debit	52.00
	Credit	27178.40
Deposit Account Transfers	Debit	138516.99
	Credit	100073.92
Imprest Account Transfers	Debit	0.00
	Credit	11338.59
Money Market Transfers	Debit	100021.92
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

Schedule of Payments for June 10274.22

Inter Account Transfers:

Current Account Transfers	Debit	2197.49
	Credit	12879.83
Deposit Account Transfers	Debit	124422.99
	Credit	132218.72
Imprest Account Transfers	Debit	0.00
	Credit	11543.16
Money Market Transfers	Debit	100021.23
	Credit	100000.00
14-Day Deposit Transfers	Debit	30000.00
	Credit	0.00

Schedule of Payments for July 8573.99

Inter Account Transfers:

Current Account Transfers	Debit	7790.28
	Credit	7032.17
Deposit Account Transfers	Debit	118234.88
	Credit	107812.20
Imprest Account Transfers	Debit	0.00
	Credit	11202.71
Money Market Transfers	Debit	100021.92
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

F. 11/1046 STATEMENT OF INCOME RECEIVED

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

Income received for April	2380.30
Income received for May	1794.00
Income received for June	5608.63
Income received for July	5168.35

Income received 1 April to 31 July 2011 15015.10

RESOLVED:

That the above information be noted.

F. 11/1047 QUARTERLY STATEMENT OF INCOME AND EXPENDITURE BY BUDGET HEADING TO 30th JUNE 2011

Copies of the Summary Report dated 30th June 2011 (3 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. 11/1048 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. 11/1049 BANK MANDATES

The Clerk advised that it is customary for new Bank Mandates to be signed following the appointment of a new Council. Copies of a proposed list of signatories, which included five existing signatories who are still on the Council together with five new Councillors, had previously been circulated to Members. The Clerk advised that the new Bank Mandate will cover the Current Account, Savings Account No. 1 (Deposit) and Savings Account No. 2 (14-day). The Imprest Account will remain unchanged i.e. The Clerk and Deputy Clerk as sole signatories or any two Councillors from the approved list.

Members were reminded that if they were **not** existing account holders with HSBC it would be necessary for them to visit the West Bridgford branch and present identification in the form of passport, utility bill, driving licence or similar for approval prior to their signature becoming 'active'.

Councillor P.F. McGowan suggested that it would not be appropriate for himself and his son, Councillor M.S. McGowan, to sign at the same time and this was noted.

RESOLVED:

1. That the proposed list of signatories be approved.
2. That any two of the following Councillors be authorised signatories:-

Mrs. B.M. Venes	existing signatory
K.S. Piggott	existing signatory
Miss S.A. Chambers	existing signatory
P.F. McGowan	existing signatory
W.A. Wood	existing signatory
Mrs. B. Breakwell	new signatory
M.S. McGowan	new signatory
Mrs. M. Pell	new signatory
N.J. Tegerdine	new signatory
Mrs. R.H. Wilson	new signatory

F. 11/1050 REPLACEMENT COMPUTERS

(Vide Minutes F. 11/1031 & C. 11/1492))

The Chairman reported that at the Parish Council Meeting held in June 2011 it had been agreed that Councillor Peter Lyons-Lewis would join

the working group to replace James Norton who was no longer a Parish Councillor. He advised that the working group had not met yet, but would be meeting in the near future.

The Clerk reported that Jalapeno had managed to make two good computers from the three removed from the Parish Council Office, one of which had now been installed at the Maintenance Unit and one stored in the Parish Council Office as a 'spare'.

The Clerk advised that an internet service had also been installed at the Maintenance Unit which included two separate email addresses – one for general use and one dedicated address for sports, which would enable hirers of the sports facilities to confirm/cancel matches directly with the groundstaff in writing, which is preferable to a verbal message. The agreements for the hire of these facilities are being amended to include the relevant email address. For information the email addresses are as follows:-

maintenance@ruddingtonparishcouncil.gov.uk
sports@ruddingtonparishcouncil.gov.uk

RESOLVED:

That the above information be noted.

F. 11/1051 PHOTOCOPIER (Vide Minutes F. 11/1032 & C. 11/1493)

The Chairman advised that following a meeting of the working group three quotations will be obtained and presented to the first appropriate meeting. The Deputy Clerk expressed her concern at the delay in dealing with this matter and advised that the situation with regard to the existing photocopier was now desperate.

RESOLVED:

That the above information be noted.

F. 11/1052 MEETINGS

The Clerk advised that she had been requested by Councillor Miss S.A. Chambers to place this item on the Agenda as she felt that standards were 'slipping'. Councillor W.A. Wood had also expressed concern that Councillors were sitting with their backs to members of the public present at the meeting and therefore they did not know who was actually speaking during the meetings. He had also suggested that it may be worth considering that the Main Hall be used for meetings of the full Council, as it may be difficult to arrange the chairs in the Committee Room to enable Councillors to face attendees, or alternatively look at the layout that could be achieved in the Committee Room.

The Clerk had previously circulated copies of Standing Order No. 9 – Rules of Debate – and drawn Councillors attention in particular to paragraph 3, which states:-

“A member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity”

Councillor Miss S.A. Chambers said that at times it is very difficult for Councillors to identify who is speaking, especially for new Councillors, and also with people talking across one another. She felt it important that Chairmen should stand when proposing and presenting minutes and with the advent of the new Council it was a good opportunity to start afresh. The Chairman said it was important to provide a professional face of the Council to parishioners and whilst Councillor K.S. Piggott reiterated the comments he added that, whilst he felt Councillors should stand for formal presentations, he would not like to see the spontaneity of meetings lost.

With regard to the use of the Main Hall, it was pointed out that there is a regular dance class in the hall on a Tuesday evening, which has been a source of regular income over the last 20 year plus. It would therefore be very difficult to refuse the hirer use of the hall on Parish Council meeting dates and would obviously result in loss of income. The Parish Council staff will, however, look at alternative layouts in the Committee Room which may overcome the problem of some Councillors having their backs to members of the public.

RESOLVED:

1. That Councillors stand when giving formal presentations at meetings.
2. That an alternative layout of the Committee Room for meetings be investigated by the Parish Council Staff.

ALL

JG/LC

F. 11/1053 VILLAGE GREEN

Copies of correspondence regarding the length of time being taken to carry out the re-instatement works on the Green following the removal of the Temporary Medical Centre, together with information regarding the problems being encountered by the Parish Council's groundstaff in relation to maintenance of the Green, had previously been circulated to Members.

The Deputy Clerk advised that until such time as she contacted the Practice Manager by e-mail on 15th August 2011, no-one at the Medical Centre had been aware that the remedial work was not taking place. Members noted that whilst some remedial work had taken place, this was not to the satisfaction of the Parish Council and following a meeting between John Hallatt (acting on behalf of the Medical Centre), the Parish Council groundstaff and Parish Council Administration staff earlier in the year it had been agreed that further work in respect of levelling, turfing etc would be carried out.

The Clerk advised that John Hallatt had visited the Parish Council Office earlier in the day and advised that although the contractors had

promised every-day over the past week or so to attend, they had not done so. The Clerk reported that she had received an e-mail from the Practice Manager this morning stating "just to let you know that the Practice does intend to keep to the contract and have The Green properly reinstated. We are waiting for a definite date from Lewis Ashley".

Councillor K.S. Piggott suggested that a definite time-table and schedule of works was required. Councillor W.A. Wood re-iterated this and went on to suggest that the Medical Centre should be given four week's notice to complete the work to the satisfaction of the Parish Council and advised that failure to do so would result in the Parish Council taking the matter further. Members unanimously agreed to this suggestion.

RESOLVED:

That Ruddington Medical Centre be advised in writing that the Parish Council is giving four week's notice from the date of the letter for the re-instatement works on The Green to be completed to it's satisfaction, and that failure to do so will result in the Parish Council taking further action.

JG/LC

F. 11/1054 NOTTINGHAM ASSOCIATION OF VILLAGE AND COMMUNITY HALLS (NAVACH)

Copies of an invitation for representatives from the Parish Council to attend the NAVACH Annual General Meeting to be held on 19th September 2011 at Headon cum Upton Village Hall commencing at 7.30pm had previously been circulated to Members.

Both the Chairman and Councillor Mrs. B.M. Venes advised that they knew one of the presenters who would be addressing the meeting, Nina Dauban, from the CEO Nottinghamshire Community Foundation, and would be talking about grant availability. They therefore felt it important for someone to attend as any information given could prove very useful in the future. The Chairman advised that he would be unable to attend as he had a previous engagement, and Councillor Mrs. B. Breakwell advised that she would be away on holiday. There being no other volunteers, Councillor Mrs. B.M. Venes said that she would try to attend on behalf of the Parish Council.

RESOLVED:

That Councillor Mrs. B.M. Venes attends the NAVACH Annual General Meeting on behalf of the Parish Council if at all possible.

JG/BV

F. 11/1055 RUSHCLIFFE COMMUNITY AWARDS 2011

Nominations

Copies of correspondence from Rushcliffe Community Partnership asking whether the Parish Council or any individual wished to make a nomination/s for the Community Awards had previously been circulated

to Members. It was agreed that Members would respond on an individual basis.

RESOLVED:

That members respond on and individual basis.

Grant Recipient

Copies of an email from Janet King, Community Partnership Assistant, had previously been circulated to Members. The Parish Council, as the recipient of a grant from the Rushcliffe Community Partnership in respect of Elms Park Play Area, has been asked whether it wishes to promote its project by having a stand at the Awards evening on 10th November 2011 being held at the Becket School, Wilford Lane.

Councillor Mrs. B. Breakwell reported that she had spoken to Janet King in relation to the invitation and advised her that she was keen for Ruddington to be represented, although she herself would be unable to be in attendance. She advised Members that it is not necessary for someone to be in attendance, but she felt it would be better if someone could be there. Councillor Mrs. B. Breakwell advised that she would be prepared to organise the display and suggested that it could include photographs of the project for people to see what can be achieved. She also advised that the parents of the young girl who had officially opened the project had given their permission for her photograph to be included in the display. It was agreed that this matter should be further discussed at the next meeting of the Amenities Committee.

RESOLVED:

1. That the Parish Council takes up the invitation to have a stand at the Rushcliffe Community Awards to demonstrate what can be achieved with grant assistance.
2. That Councillor Mrs. B. Breakwell, along with another Councillor, carries out the preparation work and organises the display stand.
3. That this matter be further discussed at the next meeting of the Amenities Committee.

BB

JG/LC

F. 11/1056 ALLOTMENTS COMPETITION 2011/GARDEN COMPETITION 2011/PHOTOGRAPHIC GARDEN COMPETITION 2011

The Clerk reminded Members that the Environment & Community Committee had suggested that a special evening be organised for the presentation of prizes in the above competitions rather than the presentation taking place during the adjournment of a Parish Council Meeting in September.

The Clerk advised that although letters had gone out to the prize winners of the Allotments & Garden Competitions inviting recipients to attend the Parish Council meeting on 20th September 2011, it was not too late to change the date.

Members considered this to be an excellent idea and agreed that the presentation evening should be held on Tuesday 25th October 2011 commencing at 7.30pm with light refreshments being provided by the Parish Council.

With regard to the Photographic Garden Competition, which had not yet been judged, the Deputy Clerk advised that she did not consider it appropriate that either herself or the Clerk should be the judges, as had been suggested, primarily because she knew the entrants and the Clerk had recognised some of the gardens and/or knew the entrants. She suggested that former councillor Don Bakewell be asked to judge the competition, particularly as it had been his suggestion in the first place to have a Photographic Garden Competition. Members agreed unanimously to this suggestion and also agreed that Don Bakewell be asked to present the prizes to the winners.

The Clerk suggested that it may be appropriate for the Amenities Committee Chairman to present prizes in respect of the Allotment Competition 2011 and the Environment & Community Committee Chairman to present prizes to the Garden Competition winners. Members agreed to this suggestion.

RESOLVED:

1. That former councillor Don Bakewell be asked to judge the Photographic Garden Competition 2011 and present the prizes to the winners. LC
2. That a formal presentation evening in respect of the Allotments Competition, Garden Competition and Photographic Garden Competition be held at St. Peter's Rooms on Tuesday 25th October 2011 commencing at 7.30pm with light refreshments being provided by the Parish Council. JG/LC
3. That letters be sent to the winners of the Allotment and Garden Competitions informing them of the change of date for the presentation of prizes. JG

F. 11/1057 REPORTS ON FINANCE & POLICY MATTERS

Councillor Mrs. B. Breakwell raised her concerns about incidents which are occurring in the evening at Elms Park Playing Field such as the planters being overturned, reports of cars/bikes on the field etc and why the security company employed to patrol the playing fields were not reporting these incidents, or moving the youngsters on. She pointed out that according to local residents, the youngsters know that when the Police patrol the area this happens about 8pm and therefore they go away and return when the Police have gone. Residents also say they don't see the Security Patrol personnel.

The Deputy Clerk advised that quotations are being obtained for the installation of CCTV as this had proved most useful at Jubilee Fields. This matter will be further discussed at the next Amenities Meeting.

F. 11/1058 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. 11/1059 STAFFING

The Chairman gave a progress report to date and advised that as an appointment had not been made following the advertisement in June, it had been agreed to re-advertise. A revised time-table had been produced by the Clerk.

RESOLVED:

That the panel selected at the Parish Council Meeting held on 28th June be re-appointed and the time-table approved.

Procedure for Feedback

It was agreed that as the Parish Council does not yet have a Recruitment Policy Document, feedback in respect of the current vacancy will be provided by the panel to enable the Administration Staff to respond to any requests.

RESOLVED:

1. That feedback in respect of the current vacancy be provided by the panel.
2. That the Procedure for Feedback be included in the Parish Council Recruitment Policy Document.

Parish Council Recruitment Policy

The Clerk reminded Members that it had previously been suggested that the Parish Council should agree a Recruitment Policy for the future and that a working group should be set up to formulate this document.

RESOLVED:

That this matter be deferred to a future meeting.

The Meeting closed at 8.35 pm

Chairman

Committee Chairman