

## Ruddington Parish Council

### **DRAFT Minutes of the Finance and Policy Committee Meeting**

Held at St Peter's Rooms on Tuesday 30<sup>th</sup> October 2012 at 7.30 p.m.

#### **Membership**

|             |                   |               |
|-------------|-------------------|---------------|
| Councillors | N J Tegerdine     | Chairman      |
|             | D J Hall          | Vice-Chairman |
|             | Mrs B Breakwell   |               |
|             | Miss S A Chambers |               |
|             | P F McGowan       |               |
|             | K S Piggott       |               |
|             | 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

|                        |                      |
|------------------------|----------------------|
| G D Long               | Clerk to the Council |
| 1 member of the public |                      |

#### Apologies for Absence

Apologies for absence were received from Councillors K S Piggott and W A Wood, and the reasons accepted.

#### Declaration of Member's Interests

Councillor Mrs B. M. Venes declared an interest in any item relating to the allotments and Vicarage Lane Cemetery. Councillor Mrs B Breakwell declared an interest in planning application 12/01757/VAR.

#### Minutes

The minutes of the meeting held on 4<sup>th</sup> September 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

#### F. 12/1152 Action List Update

An update on actions resulting from recommendations had previously been circulated.

Members noted this information

#### F. 12/1153 Motion For Adjournment

**Resolved that:** The Committee adjourns to allow the members of the public present to make statements on agenda items.

#### Action

PCO =  
Parish  
Council  
Office

PCG =  
Parish  
Council  
Groundstaff

## Committee in Session

### F. 12/1154 Development

#### New Applications

**Resolved that:** The observations contained in Planning Schedule 685 are adopted.

### F. 12/1155 Schedule of Payments

**Resolved that:** The schedules of payments and inter account transfers attached are adopted and the payments are authorised:

| <b>Month</b>   | <b>Total<br/>Payments<br/>£</b> |
|----------------|---------------------------------|
| August 2012    | 14,731.47                       |
| September 2012 | 8,348.44                        |

### F. 12/1156 Statement Of Income Received

**Resolved that:** The statement of income received, attached, is noted:

| <b>Month</b>   | <b>Income<br/>Received<br/>£</b> |
|----------------|----------------------------------|
| August 2012    | 3,010.43                         |
| September 2012 | 4,528.02                         |

### F. 12/1157 Outstanding Sundry Debtor Accounts

The Clerk reported that there are no outstanding sundry debtor accounts that caused concern.

**Resolved that:** The above information is noted.

### F. 12/1158 Quarterly Statement of Income and Expenditure

Copies of the Summary Report on Income and Expenditure to 30<sup>th</sup> September 2012 had previously been circulated to members.

**Resolved that:** The above information is noted.

### F. 12/1159 Budget 2013/14

Members discussed any special items to be included in the proposed Finance and Policy Budget, which will be discussed at the next meeting of the Committee on 15<sup>th</sup> January 2013.

The Chairman reported back on his recent visit to Grenay, France, the Parish Council having been invited to attend an event to open their new 'Square of Friendship'. He reported that some young residents of Grenay were visiting Ballyshannon next year and would like to visit Ruddington on their return journey. Members agreed that £1,000 should be included in the budget for twinning activities.

**Resolved that:** The budget for 2013/14 should be prepared including the above suggestion.

PCO

#### F. 12/1160 Final Accounts 2011/12

The Clerk reported that the external auditors, Clement Keys, have completed their audit of the accounts for the year ended 31<sup>st</sup> March 2012. They requested that the correspondence is brought to the attention of members.

The figures on the Annual Return remain as originally submitted.

Copies of a report on the audit of the final accounts for 2011/12 and the correspondence with the External Auditors had previously been circulated to members.

**Resolved that:** The information is noted.

#### F. 12/1161 Village Survey (See minute C. 12/1628)

Consideration was given to issues arising from the Village Survey that were particularly relevant to Finance and Policy Committee.

No items were identified, however it was noted that matters may arise for Finance and Policy Committee following deliberation from other committees.

#### F. 12/1162 Charity Trustees

The Parish Council has two charities to which it appoints trustees: the Village Hall and Carter charities. The trustees need to be reviewed from time to time. Some of the existing trustees are no longer members of the Parish Council.

It was agreed that those trustees who are no longer members on Ruddington Parish Council should no longer be trustees and the vacancies should be filled from members of Finance and Policy Committee.

**Resolved that:** The following members are appointed as trustees for the Village Hall and Carter charities.

1. Councillor Mrs Breakwell (new)
2. Councillor Miss S A Chambers (existing)
3. Councillor D J Hall (existing)

4. Councillor P F McGowan (existing)
5. Councillor K S Piggott (existing)
6. Councillor N J Tegerdine (new)
7. Councillor Mrs S Kaur Samra (existing)
8. Councillor Mrs B M Venes (new)
9. Councillor W A Wood (existing)

PCO

F. 12/1163 Commercial Sales (See minute F. 12/1139)

A report setting out the concerns and options relating to hiring out St. Peter's Rooms and the Village Hall for commercial sales had previously been circulated.

The Deputy Clerk had gathered information on experience at other village venues. Members discussed the best way forward and agreed on a process for lettings for commercial sales and some conditions that are additional to the standard terms and conditions of hire.

**Resolved that:**

1. The Clerk and the Chairman of Amenities Committee or the Chairman of Finance and Policy Committee decide on lettings for commercial sales on a case by case basis and, if in doubt, they may refer the booking to the next Parish Council or Committee meeting for approval.
2. The conditions below are additional to the standard terms and conditions of hire:
  1. That no booking is accepted more than 8 weeks in advance
  2. That only one booking (whether at SPR or the VH) is accepted in any 4 week period
  3. That, depending on availability, the times of booking are as follows:

|          |                         |
|----------|-------------------------|
| Saturday | 9am to 1pm (1 session)  |
| Saturday | 2pm to 6pm (1 session)  |
| Saturday | 9am to 6pm (2 sessions) |
| Sunday   | 10am to 3pm (1 session) |
  4. That the session is inclusive of all setting up / clearing away
  5. That the hirer advises what they intend to sell / trade in (type of business)
  6. That if the hirer is intending to sub-let to other businesses, he/she must advise what other trades/businesses are attending.

PCO

(Item 5 & 6 – the Parish Council has discretion over what type of business uses the facilities).

7. The charge will be £100 per session (as in 3 above) to be paid in full at the time of booking. The charge to be non-refundable.
  8. A key deposit of £50 cash to be paid at collection of the key which will be retained in the event of any additional cleaning that might be required after the event, or put towards any damages (further charges will be made for damage).
  9. 'A' boards, banners, etc. only to be displayed on Parish Council premises on the day of, and for the duration of, the sale.
3. The policy is reviewed within 12 months, at an appropriate point when experience has been gained.

PCO

PCO

F. 12/1164 St. Peter's Churchyard: Headstones  
(See minute A. 12/954 and C. 12/1557)

A report had previously been circulated regarding the final negotiated quote for work on the agreed list of headstones in St. Peter's Churchyard.

The Clerk reported that the Chairman of Amenities Committee, Councillor Allen Wood, had agreed a list of sixteen headstones that require remedial work, the Parochial Council of St. Peter's Church has obtained a faculty for this work to proceed and that the Parish Council Office had negotiated an agreement for this specialist work with Ernest Smith, stonemasons. The cheapest of the options is for the work to be done during the January to March 2013 period (subject to weather) at a cost of £7,750.

**Resolved that:** The quote from Ernest Smith for £7,750 is accepted and the work undertaken between January to March 2013.

PCO

F. 12/1165 Dispensations from Non-participation

The Clerk reported that The Localism Act 2011 (Section 31) requires members to declare a pecuniary interest in certain circumstances and then to refrain from discussing or voting on the item. Section 33 sets out a process by which members may be dispensed from non-participation.

A member may apply, in writing, to the proper officer of the council (i.e. the Clerk) for a dispensation. The dispensation can be granted by a decision of the council (which may be delegated to a committee or to the clerk).

Dispensation can be granted not only where a meeting would be inquorate without a dispensation but also where the council considers it is 'appropriate' to grant dispensation. Circumstances which might be 'appropriate' are not defined in the legislation.

Members agreed that the decision on granting dispensations should be made by each committee and that each agenda should include an item for consideration of this, if necessary, as part of the 'Declarations of Interest'.

**Resolved that:** The decision on granting dispensations should be made by each committee and that each agenda should include an item for consideration of this, if necessary, as part of the 'Declarations of Interest'.

PCO

#### F. 12/1166 Disciplinary, Disciplinary Appeals and Grievance Procedures

A report had previously been circulated to members regarding a revision of the Parish Council's Disciplinary, Disciplinary Appeals and Grievance Procedures.

Members discussed and welcomed the revised procedures. The Deputy Clerk was thanked for undertaking this difficult task. The procedures were agreed with a minor clarification to Section 7 of the Disciplinary Procedure.

**Resolved that:** The revised Disciplinary (as amended), Disciplinary Appeals and Grievance Procedures are adopted.

PCO

#### F. 12/1167 Member Information

The Clerk reported that some members have suggested that it might be helpful for councillors and office staff to know what skills, experience and abilities members can bring to the Parish Council.

A report containing a brief questionnaire had previously been circulated to members. Members agreed that knowledge of members' background and skills would be useful and that the questionnaire should be circulated with an explanatory letter.

**Resolved that:** The questionnaire requesting information on members' skills, experience and abilities should be circulated to all members with an explanatory letter.

PCO

#### F. 12/1168 Council Tax Support Scheme (See minute C.12/1631)

The Government is planning to abolish the national scheme of Council Tax Benefit from April 2013. Each local billing authority - in this case Rushcliffe Borough Council (RBC) - needs to design and approve a Council Tax Support Scheme which protects pensioners and offers support to other groups of people.

The Parish Council Meeting of 18<sup>th</sup> September 2012 resolved that Councillor W A Wood draft a response for consideration by Finance and Policy Committee on 30<sup>th</sup> October 2012.

A report containing Councillor W A Wood's draft response had previously been circulated to members.

Members discussed RBC's proposals and the draft response. Members agreed to respond to RBC saying that Ruddington Parish Council believe that the savings figure (the point at which an individual with savings of that amount or more receives no benefit) should remain at £16,000 and the Council Tax should be increased to cover any shortfall.

**Resolved that:** The Clerk writes to Rushcliffe Borough Council saying that Ruddington Parish Council believe that the saving figure should remain at £16,000 and the Council Tax should be increased to cover any shortfall.

PCO

#### F. 12/1169 Electoral Review of Rushcliffe Borough Council

A report on the Local Government Boundary Commission's draft recommendations on the electoral arrangements for Rushcliffe Borough Council had previously been circulated.

Members noted that there were no proposed changes to the arrangements covering Ruddington and that the reduction in the number of RBC councillors would produce some savings.

Members noted this information.

#### F. 12/1170 Reports on Finance and Policy matters

##### Rushcliffe Borough Council: Standards Committee

Councillor W A Wood reported that he had been appointed by Rushcliffe Borough Council as the (non-voting) parish councils' representative on their Standards Committee

The meeting closed at 8.51 p.m.

Chairman

Committee Chairman