

Ruddington Parish Council

Draft Minutes of the Finance and Policy Committee Meeting

Held at St Peter's Rooms on Tuesday 5th November 2013 at 7.30 p.m.

Membership

Councillors	N J Tegerdine	Chairman
	K S Piggott	Vice-Chairman
A	D J Hall	
	P F McGowan	
	Mrs M Pell	
	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 A Auckland
Councillor	Miss H Opie
Councillor	Mrs M Robinson
G D Long	Clerk to the Council
Mrs S Peacock	Project Officer
1 member of the public	

Apologies for Absence

Apologies for absence were received from Councillor D J Hall and the reasons accepted.

Declaration of Member's Interests

There were no declarations of interest.

Minutes

The minutes of the meeting held on 10th September 2013, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

F. 13/1236 Action List Update

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

Members noted this information

Action

PCO =
Parish
Council
Office

PCG =
Parish
Council
Groundstaff

F. 13/1237 Motion For Adjournment

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

Committee in Session

F. 13/1238 Development

New Applications

Resolved that: The observations contained in Planning Schedule 708 are adopted.

F. 13/1239 Schedule of Payments

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

Month	Total Payments £
August 2013	13,028.39
September 2013	14,377.40

F. 13/1240 Statement Of Income Received

Resolved that: The statements of income received, attached, are noted:

Month	Income Received £
August 2013	1,267.91
September 2013	4,775.67

F. 13/1241 Outstanding Sundry Debtor Accounts

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

Resolved that: The above information is noted.

F. 13/1242 Quarterly Statement of Income and Expenditure

Copies of the Summary Report on Income and Expenditure to 30th September 2013, attached, had previously been circulated to members.

Resolved that: The above information is noted.

F. 13/1243 Budget 2014/15

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 14th January 2014.

The Clerk explained that a number of possible big expenditure items were expected at St. Peter's Rooms over the next five or six years, including a new boiler, repairs to the boundary wall and a new floor in the Main Hall. It was agreed that the St. Peter's Rooms Repairs and Renewals Fund contribution should be reviewed to reflect this.

Resolved that: The budget for 2014/15 should be prepared including an appropriate contribution to the St. Peter's Rooms Repairs and Renewals Fund.

PCO

F. 13/1244 Litter Bins

A report on replacement and emptying of litter bins on Parish Council property had previously been circulated to members.

Ruddington Parish Council has a number of dog waste bins and litter bins on recreation areas, some of which are in poor condition and require replacing. It is proposed to combine both litter and dog waste bins into one bin.

There was a discrepancy over the number of bins on Elms Park/Jubilee. It was agreed that this would be checked and a proposal brought to the next meeting. It was agreed to draw up a programme and replace the bins for the other sites as in the table below.

Recreation Area	Existing Number of bins	Proposed Number of combined Bins
Sellor's Play Area	4	2
Churchill Open Space	1	1
Vicarage Lane Play Area	6	3
Vicarage Lane Cemetery	2	1

Resolved that:

1. The Parish Council continues to pay RBC to empty dog bins and combined bins.
2. The number of bins on Elms Park/Jubilee should be checked and an appropriate number of replacement bins recommended to a future Finance and Policy Committee
3. The existing bins are inspected to identify those which need replacing first and a replacement programme drawn up as in the table above.

PCO

PCO

PCO

F. 13/1245 Accepting Payment by Card

Ruddington Parish Council currently accepts payment by cash, cheque and directly into the bank. A small, but increasing, number of users are asking if they can make payment by credit/debit card.

One company has been contacted in order to get a 'feel' for how accepting payment by card might work and what the costs might be. A report had been circulated outlining the information.

Members agreed to pursue accepting payment by card. Further firms should be contacted and a more detailed report brought back to Finance and Policy Committee.

Resolved that: The Parish Council should pursue accepting payment by card, further firms will be contacted and a more detailed report brought back to Finance and Policy Committee.

PCO

F. 13/1246 Policies and Procedures

A number of policies and procedures had previously been circulated for discussion and approval. The policies are:

- a. Disciplinary
- b. Disciplinary Appeals
- c. Equality and Diversity Policy
- d. Equal Opportunities Policy
- e. Grievance
- f. Health and Safety
- g. Recruitment and Selection
- h. Sick Pay Entitlement
- i. Smoking & No Smoking

Members discussed and agreed a number of amendments which were incorporated into the policies. It was noted that the Policies and Procedures had been drafted in accordance with the new structure recently agreed by the Parish Council but not yet in operation. Until the new structure becomes operational any reference to Environment and Policy Committee should be taken as Finance and Policy Committee.

A suggestion had been made to include a paragraph in the Disciplinary Policy to require staff to disclose any pending criminal charges to the Parish Council. It was agreed (a) that before agreeing to this the Clerk should obtain legal advice and (b) that it would better fit in the staff's Contracts of Employment.

Resolved that:

1. The policies listed above and attached to these minutes are adopted,
2. It is noted that until the new structure recently agreed by the

PCO

PCO

Parish Council becomes operational any reference to Environment and Policy Committee should be taken as Finance and Policy Committee, and

3. The Clerk shall take legal advice and bring a report to Finance and Policy Committee as regards including a paragraph in Contracts of Employment to require staff to disclose any pending criminal charges to the Parish Council.

F. 13/1247 Data Transparency

A report had previously been circulated to members regarding the work undertaken to meet the requirements of the Code of Practice for Data Transparency which came into effect in September 2011.

Apart from a few policies that are still in preparation the Parish Council now meets the requirements. The information is available on the Parish Council website.

Resolved that: The above information is noted.

F. 13/1248 Business Continuity

A draft Business Continuity Plan and Gap Analysis had previously been circulated to members. The Clerk reported that a considerable amount of work had been done but a great deal more was required before the Parish Council had considered and addressed all the issues relating to maintaining the continuity of the Parish Council's business in the event of a number of possible situations such as fire, flood, staff loss etc.

Resolved that: The above information is noted.

F. 13/1249 Financial Risk Register

A Financial Risk Register had been completed and circulated to members. This identified the level of financial risk, the management and control of risk, and assessed whether Ruddington Parish Council needs to review the associated risks and revise current procedures.

The Clerk reported that the Parish Council had strong financial controls and that the process had identified only one or two minor points that needed to be followed up. This would be done as part of the annual 'Risk Assessment' process.

Resolved that: The above information is noted.

F. 13/1250 Review of Lettings for Commercial Sales (See minute F. 12/1163)

Finance and Policy Committee resolved on 30/10/2012 to review the policy and implementation of lettings for commercial sales after one year. The Clerk reported that there had, so far, been only one commercial enterprise that had booked Parish Council premises. This

had raised no issues. He, therefore, proposed that the current policy is continued and a further report is brought if any issues arise that need consideration by Committee.

Resolved that: The current policy on Commercial Lettings is confirmed and a further report is brought if any issues arise that need consideration by Committee.

F. 13/1251 Reports on Finance and Policy matters

There were no reports on finance and policy issues.

F. 13/1252 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 are asked to withdraw.

F. 13/1253 Workload Planning

A report had previously been circulated setting out progress on addressing the 'legacy' issues and the general workload relating to Finance and Policy items reported previously. The backlog was currently being addressed with the assistance of Mrs S Peacock.

A number of items on the current agenda were part of this programme.

Resolved that: The update is noted.

F. 13/1254 Insurance Claim (See minute A. 13/1034)

The Clerk provided an update on the progress of the insurance claim

This was noted.

The meeting closed at 9.01 p.m.

Chairman

Committee Chairman