

# Ruddington Parish Council

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

Held at St Peter's Rooms on Tuesday 4<sup>th</sup> September 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	
A	K S Piggott	
	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

Councillor	Mrs A Auckland
Councillor	Mrs M Pell
G D Long	Clerk to the Council
Mrs L M Cooke	Deputy Clerk
2 members 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

There were no declarations of interest.

### Minutes

The minutes of the meeting held on 19<sup>th</sup> June 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

### F. 12/1131 Action List Update

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

The Clerk reported that a tender had been selected for providing disabled facilities at the Village Hall, subject to confirmation of details.

Members noted this information

Action

PCO =  
Parish  
Council  
Office

PCG =  
Parish  
Council  
Groundstaff

F. 12/1132 Motion For Adjournment

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

**Committee in Session**

F. 12/1133 Development

New Applications

**Resolved that:** The observations contained in Planning Schedule 681 are adopted.

F. 12/1134 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 Payments £</b>
May 2012	23,585.57
June 2012	13,064.68
July 2012	8,813.16

F. 12/1135 Statement Of Income Received

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

<b>Month</b>	<b>Income Received £</b>
May 2012	4,678.62
June 2012	6,336.83
July 2012	2,747.00

F. 12/1136 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. 12/1137 Quarterly Statement of Income and Expenditure

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

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

F. 12/1138 Budget 2013/14

Budget Programme

Copies of the proposed budget programme for the 2013/14 budget had previously been circulated to members.

Guidelines for Preparing the Budget

The Clerk advised that, to date, there had been no national agreement in respect of a wages and salary increase for 2013/14. In preparation for the budget there were some items for which reasonably accurate figures were available and others for which the estimates were less precise. The Deputy Clerk reported that a 3% figure was normally used for these and also for a guide to the level of increase in charges.

Members discussed the percentage increase to be applied in general to the budget and agreed on 3% overall.

**Resolved that:**

1. The budget programme, a copy of which is attached to these minutes, is approved, and
2. A 3% increase, in general, is applied on the 2012/13 budget figures for the preparation of the 2013/14 budget unless a more precise figure is available.

PCO

PCO

F. 12/1139 Commercial Sales (See minute A. 12/979)

Amenities Committee resolved, on 17<sup>th</sup> July, to approve in principle the hiring out of St Peter's Rooms and the Village Hall for commercial sales with restrictions on the potential usage, and that the Clerk and Deputy Clerk should draw up a detailed proposal, including charges, for approval by Finance and Policy Committee.

A paper containing the proposed charges and restrictions on usage had previously been circulated to members.

Concerns were expressed about possible issues and reputational damage to the Parish Council arising from some potential lettings. Also about the implied endorsement that holding a sale on Parish Council premises might generate. It was felt that there may be issues arising from excluding some possible users and not others.

On the other hand there was the potential to raise revenue and some sales might enable residents to purchase items locally that may not otherwise be available.

The Chairman suggested that, as there did not appear to be a consensus, the idea should be revisited following further consideration including asking other parish council's about their experience in this area.

**Resolved that:** The Clerk investigates further and a paper is brought to a future Finance and Policy Committee.

PCO

F. 12/1140 Request for free use of St. Peter's Rooms by St. Peter's Church

Information regarding a request from St. Peter's Church for free use of St. Peter's Rooms had previously been circulated to members.

The Deputy Clerk reported that currently all requests for free use were considered upon request. The events specifically relating to St. Peter's Church which had previously been agreed were: institution of a new vicar and a mayoral or civic service.

**Resolved that:** St Peter's Church should not be granted free use of St. Peter's Rooms except for the institution of a new vicar and a mayoral or civic service.

PCO

F. 12/1141 Stephen Lawrence Award Display

Councillor Marion Pell has asked if it would be possible to put a display in the lobby of St. Peter's Rooms to tie in with the community launch of the Stephen Lawrence Educational Standard at James Peacock School on 19<sup>th</sup> November 2012.

Concerns were expressed how restricted the lobby was and how a moveable display may easily get damaged.

The Deputy Clerk suggested that, as this was only a short period of time, a display be placed on the notice board in the Committee Room. This was agreed.

**Resolved that:** James Peacock School are allowed to put up a display on the notice board in the Committee Room to tie in with the community launch of the Stephen Lawrence Educational Standard on 19<sup>th</sup> November 2012.

MP

F. 12/1142 Christmas Trees (See minute E. 12/884)

A report on the Parish Council's Christmas Tree had previously been circulated to members. Environment and Community Committee had previously agreed to extend the scheme.

The Clerk reported that Finance and Policy Committee needed to decide on the most cost-effective method of installing the new brackets and/or replacing the existing brackets.

The Deputy Clerk had obtained costs for brackets at £12 each plus delivery. The total cost to replace all existing brackets, provide brackets for new members of the scheme and retain 10 brackets for spares would be £1,080 (10% discount is given on orders of 100) plus delivery.

The Deputy Clerk suggested that Parish Council groundstaff fix the brackets for new members and, as soon as practical, replace the existing brackets. This was agreed.

**Resolved that:**

1. 100 brackets at £12 each (plus delivery, less discount) are purchased, and
2. The Parish Council groundstaff fix the brackets for new members and, as soon as practical, replace the existing brackets

PCO

PCG

F. 12/1143 Purchase of Chipper (See minute A. 12/978)

Amenities Committee resolved on 17<sup>th</sup> July 2012 to purchase a chipper, subject to this being cost effective and approval of costs by Finance and Policy Committee.

A report on detailing costs had previously been circulated to members. This showed that the Parish Council would save money by purchasing a second hand chipper and that there are operational advantages. The Clerk reported that the costs were based on chippers available at the time of drawing up the report. He asked that he is authorised to negotiate the best deal available and that the final purchase is subject to approval by the Chairman of Finance and Policy.

**Resolved that:** The Clerk is authorised to negotiate the best deal available, with the final purchase subject to approval by the Chairman of Finance and Policy.

PCO/  
NJT

F. 12/1144 Office Opening Times

A report had previously been circulated to members regarding extending the official office opening hours to include Tuesday morning.

The Clerk reported that the office is already, in practice, open on a Tuesday morning in addition to Monday, Wednesday, Thursday and Friday. A small alteration in contractual hours of one member of staff would mean 3 office staff are scheduled to work between 9.30 and 12.30 on Tuesday mornings.

**Resolved that:** The Parish Council advertises the office as open on Tuesdays from 9.30 to 12.30 in addition to the current opening hours.

PCO

#### F. 12/1145 Easthorpe Ward Co-option Process

A report regarding the process of co-opting a new member for Easthorpe Ward had previously been circulated to members

The Clerk reported that Councillor W A Wood suggested that the process was undertaken by a panel of 3 members. After discussion it was agreed that a panel of 5 members should be set up including the Chairman of the Council, Vice Chairman of the Council and Chairman of Finance and Policy Committee plus one female member from each of Amenities Committee and Environment and Community Committee, to give a gender balance.

The presentation topics and questions were agreed.

#### **Resolved that:**

1. A panel of 5 members should be set up including the Chairman of the Council, Vice Chairman of the Council and Chairman of Finance and Policy Committee plus one female member from each of Amenities Committee and Environment and Community Committee.
2. The Chairman of Amenities Committee and Environment and Community Committee should invite interest from the female members of their committee.

PM/KP/  
NJT

AW/NJT

#### F. 12/1146 Community Awards Event

Correspondence from Rushcliffe Borough Council regarding a Community Awards Event on 8<sup>th</sup> November 2012 had previously been circulated to members.

Members noted this information.

#### F. 12/1147 Reports on Finance and Policy matters

##### Village Survey

The Clerk reported that considerable work had been undertaken on the analysis of the survey of village amenities. It was hoped that a report will be presented to Parish Council on September 18<sup>th</sup>.

##### Police Point at St. Peter's Rooms

The Clerk reported that the license for the local Beat Manager and PCSO to use the old IT room at St. Peter's Rooms has now been signed. The latest anticipated moving in date is at the end of October.

F. 12/1148 Exclusion of the 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. 12/1149 Staff Hours Office

The Clerk reported that, in order to have all 3 office staff scheduled to work between 9.30 and 12.30 on Tuesday mornings it would be necessary to increase the hours of Employee No 21 by 30 minutes a week. This was agreed.

**Resolved that:** The hours of Employee No 21 are increased by 30 minutes a week.

PCO

F. 12/1150 Review of Groundstaff Roles (See minute F. 12/1115)

The Clerk reported that the trial period for Employee No 28 as Senior Groundsman had proved successful.

**Resolved that:** The appointment of Employee No 28 as Senior Groundsman is confirmed.

PCO

F. 12/1151 Staff Dismissal

The Clerk reported that Employee No 31 had been dismissed for gross misconduct on 21<sup>st</sup> August 2012. The Parish Council office had not received an appeal against dismissal.

Members noted this information.

The meeting closed at 9.04 p.m.

Chairman

Committee Chairman

## **Programme of Budget Meetings for the 2013/13 Budget**

### **Dates for committees to decide on items to be included in budget:**

Amenities	2 <sup>nd</sup> October 2012
Environment & Community	16 <sup>th</sup> October 2012
Finance & Policy	30 <sup>th</sup> October 2012

### **Dates for approval of committee budgets:**

Amenities	27 <sup>th</sup> November 2012
Environment & Community	11 <sup>th</sup> December 2012
Finance & Policy	15 <sup>th</sup> January 2013

### **Dates for approval of whole budget by Finance & Policy Committee:**

15<sup>th</sup> January 2013

### **Dates for approval of whole budget by Parish Council:**

29<sup>th</sup> January 2013

### **Dates for receipt of budget by Rushcliffe Borough Council:**

Early February 2013