

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE FINANCE AND POLICY COMMITTEE

HELD AT ST. PETER'S ROOMS ON TUESDAY 15th JUNE 2010 AT 7.30 PM

Membership

Councillors	P.F. McGowan	Chairman
	K.S. Piggott	Vice-Chairman
	Mrs. B. Breakwell	
	D.J. Hall	
	J.V. Norton	
A	N. Tegerdine	
	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

Mrs. J.A. Goodbody Clerk to the Council

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N.J. Tegerdine.

DECLARATION OF MEMBER'S INTERESTS

Councillor Mrs. B.M. Venes advised Members that she will be serving on the Borough Council's Development Control Committee when a final decision is taken on planning applications.

MINUTES

The Minutes of the meeting held on 27th April 2010, having been previously circulated, were confirmed and signed by the Chairman.

MATTERS ARISING FROM THE MINUTES

There were no matters raised.

MINUTES

The Minutes of the meeting held on 11th May 2010, having been previously circulated, were confirmed and signed by the Chairman.

MATTERS ARISING FROM THE MINUTES

There were no matters raised.

MOTION FOR ADJOURNMENT

There being no members of the public present, no motion for adjournment was made.

F. 10/952 DEVELOPMENT

New Developments

RESOLVED:

That the observations contained in Planning Schedule 626 be adopted.

Planning Appeal: Rear west of 220 Loughborough Road – Residential development comprising 8 dwellings with access from Elms Close and removal of 10 poplar trees – all other matters reserved

Copies of correspondence from Rushcliffe Borough Council had previously been circulated to Members. It was noted that the informal hearing of the above appeal will take place at the Civic Centre, Pavilion Road on 23rd June 2010 commencing at 10.00am.

Councillors P.F. McGowan and Mrs. B.M. Venes advised that they will be in attendance at the hearing.

RESOLVED:

That the above information be noted.

Planning Appeal: Southview Stables, Flawforth Lane – Detached Dwelling

Copies of correspondence from Rushcliffe Borough Council had previously been circulated to Members. The correspondence advised that the applicant in respect of the above development has lodged an appeal with the Planning Inspectorate regarding the Borough Council's decision to refuse outline planning permission.

Members were reminded that the Parish Council had **OBJECTED** to the application on the grounds that this was "unacceptable development in the Green Belt".

RESOLVED:

That a letter be sent to The Planning Inspectorate advising that the Parish Council supports Rushcliffe Borough Council in refusing the above application.

F. 10/953 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 21216.86

Inter Account Transfers:

Current Account Transfers	Debit	101949.19
	Credit	27297.68
Deposit Account Transfers	Debit	135050.18
	Credit	201971.11
Imprest Account Transfers	Debit	0.00
	Credit	7752.50
Money Market Transfers	Debit	100021.92
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

Schedule of Payments for May 8910.31

Inter Account Transfers:

Current Account Transfers	Debit	2726.09
	Credit	8816.49
Deposit Account Transfers	Debit	119834.35
	Credit	102746.64
Imprest Account Transfers	Debit	0.00
	Credit	11017.86
Money Market Transfers	Debit	100020.55
	Credit	100000.00
14-Day Deposit Transfers	Debit	0.00
	Credit	0.00

F. 10/954 STATEMENT OF INCOME RECEIVED

RESOLVED:

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

Income received for April	2854.77
Income received for May	3315.72
Total Income received 01.04.09–31.05.10	6440.00

F. 10/955 OUTSTANDING SUNDRY DEBTOR ACCOUNTS

The Clerk reported that there were no outstanding debtor accounts to cause concern.

RESOLVED:

That the above information be noted.

F. 10/956 QUARTERLY STATEMENT OF INCOME AND EXPENDITURE BY BUDGET HEADING

Copies of the Summary Report 31st March 2010 (i.e. 12 months), which also includes the DLO and Administration re-charges to Budget Heads, had previously been circulated to Members.

The Clerk circulated a revised copy of the Summary Report to Members at the meeting and explained the reason for this. She advised that following the Internal Audit, which had taken place on Monday 14th June 2010, she had had to make two adjustments. These adjustments involved the reversing of the journals in respect of Allotment Rents and the Audit Fee, which had not been carried out at the beginning of the financial year, but which had affected the overall figures within the Summary Report.

The Clerk also advised that the final accounts for the year ended 31st March 2010 have been completed and audited by the Internal Auditor. These will be presented at the Parish Council meeting scheduled to take place on 29th June 2010 for approval.

RESOLVED:

1. That the above information be noted.
2. That the content of the Summary Report be noted.

F. 10/957 RISK ASSESSMENTS

Members were reminded that the external auditor had pointed out that the Parish Council's risk assessments had not been carried out during the previous year.

The Clerk was requested to obtain details of a risk assessment template and pass copies on to the groundstaff to enable them to carry out risk assessments in respect of the use of machinery etc. The administration staff will carry out risk assessments on the hire of premises etc.

RESOLVED:

1. That a risk assessment template be obtained.
2. That the groundstaff and administrative staff commence producing risk assessments in respect of machinery and the hire of premises.

JG

F. 10/958 STAFF APPRAISALS

Members discussed the carrying out of staff appraisals over the coming months. Members were reminded that the last time staff appraisals were carried out they were conducted by two Parish Councillors with experience of this type of activity.

It was suggested that the Clerk could carry out the appraisals in respect of the Cleaners and Administrative Assistant, but the appraisals of the more senior employees should be carried out by Councillors. The Clerk was requested to contact both Nottinghamshire Association of Local Councils, and other local Parish Councils with a similar number of employees, to gather facts and guidance on how appraisals should be carried out and how the other councils deal with this matter.

It may be that a template employee questionnaire form is available from NALC, which would be completed by the individual employee prior to the assessment being carried out.

RESOLVED:

1. That further information and guidance be sought from both Nottinghamshire Association of Local Councils and other local Parish Councils with a similar structure to Ruddington.
2. That a template form for completion by employees be obtained.

JG

JG

F. 10/959 REPORTS ON FINANCE & POLICY MATTERS

There were no other matters for report.

The Meeting closed at 8.15pm

Chairman

Committee Chairman