

(To Be Approved)

Minutes of meeting of the Finance & General Purposes & Administration Committee held on Monday 12 July 2010 at St Cecilia's Church Hall at 6pm

Present: Cllr A Bubb, , Cllr G Sergeant, Cllr J James, Cllr R Tipling (Chair) and Cllr R Johnston

274 Apologies for absence

Apologies for absence were received from Cllr Paul Burrell,

275 Declarations of Interest

There were no declarations of interest.

276 Staffing Committee Verbal Report (Public and Press excluded)

See separate sheet.

The FGP&A meeting resumed at 7:24pm

277 Minutes of the meeting held on 8 June 2010

The minutes were agreed as a correct record.

Members raised the following matters arising:

Item 269: Cllr Sergeant confirmed that she has written to Mazars in this regard

278 Financial Report

Mrs Watt has forwarded budget monitoring sheets to the Committee but no report due to her bereavement. It was suggested that Mrs Watt may wish to expand her position within the council.

It was recommended that Cllr Sergeant approach Mrs Watt in this regard.

279 Accounts 2010/2011

No comments.

280 Internal Auditor

Cllr Sergeant confirmed that she corresponded with auditors Kingsley Pearce who requested £250 per year

281 Sandringham View Open Spaces

Ground maintenance

Two quotes were received for grass cutting. Heronwood Landscapes quoted £250 + VAT for the large field once per year and £12 + VAT per cut for the small field at 14 cuts per year. David Lee quoted £80 + VAT for the large field once per year and £80 per cut for 14 cuts of the remaining areas. Cllr Tipling suggested that 3 tenders should have been sent out and that this did not happen.

It was agreed that it is the Clerk's responsibility to set up such contracts.

Adoption of new areas

The Parish Council is waiting for the Borough Council to confirm the handover of Sandringham View Open Spaces.

282 Proposals for a Community Clean Up

(To Be Approved)

It was agreed that a general clean up by the village should be promoted once a year and that organisations such as schools, WI, etc should become involved. Cllr Tipling recommended that this matter should be put forward to the Environment Committee for discussion and that the FGP&A will fund the project.

It was agreed that this be discussed at the Community Lunch in September.

283 Emergency Plan – Cllr Tipling

Borough presented the Parish Council with a document and have offered to give a presentation which the public can attend.

It was recommended that Cllr Tipling and Roy Johnson contacts Borough to ascertain the length of the presentation and to build the meeting around the information obtained.

It was agreed that it should be presented first to the Council and then to the Community Lunch.

It was resolved that Cllr Johnston will approach Alison Haines for advice on how best to present it.

284 Excel 2000 – Application for Funding

Anita has sent off the completed grant form but the Council need to receive this back before the grant is agreed.

285 Hanover Court Sign – Cllr Tipling

The Borough Council's decision is that "Hanover Court" is not a street name and therefore they do not accept responsibility for a sign. The Borough Council wrote that they do not like signs stating "leading to". They agreed to erect a sign stating "Leading to Hanover Court" if Hanover Court pays for it. The owner of the name plate must however be displayed on the plate. Cllr Tipling explained the outcome to Hanover Court and the Estate Manager, Heather Ward, will ascertain whether funding available.

286 Bank

Debit card

It was confirmed that a debit card cannot be obtained due to financial regulations

Mandate & signatories

It was agreed that in the absence of the Clerk, Cllr Sergeant, Cllr Manship and Cllr Bubb are authorised to sign cheques and that there is no reason to change the mandate.

287 Street Lighting Contract

It was agreed that the contract with MHB will be renewed and signed by the RFO.

288 Planning Application Filing – Cllr Sergeant

It is recommended that the planning application record book be allocated so that the information is readily available.

It is agreed that a hard copy of the planning applications be retained for 3 years (which is the life of the application) and kept in the shed.

Vacuum bags should be purchased for this purpose.

289 Website Content Timing – Cllr Sergeant

(To Be Approved)

The legal implications of posting unapproved Minutes on the website was discussed.

It is agreed that unapproved Minutes may be posted on the website as well as notice boards stating “To be approved”.

290 Authorisation of Cheque Payments – R.F.O.

3 cheques were received for Petty Cash, Kurtis, and VAT.

The bill from Kurtis for the lockable standpipe for £111.28. is disputed as Kurtis went ahead with the work without authorization from the Council.

It was discussed which committee would pay the bill for Kurtis work on the recreation ground and it will go to Recreation committee in Sept. It was agreed to pay Kurtis.

291 Correspondence

A letter was received from Roger Poll regarding the Sports Ground lease agreement. Cllr Bubb confirmed that he found the lease which has 6 months to run and sent this to Roger Poll. It was stated that his lease expires at the same time as the Council's and that the new lease of 25 years had been renewed early by the Council.

It was agreed that a MUGA cannot be erected on the Sports Ground without the consent of the Council.

A letter was received from W.N.V.C.A. and no comments were recorded.

A letter received from Turpin Barker Armstrong confirmed that they had gone into liquidation and that any bad debts had already been written off.

292 Date and time of next meeting

Monday 14 September 2010 at 6pm

The meeting closed at 8:22pm.