WOOTTON PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purpose Committee** held on Wednesday 27th April at 7.30pm in the Memorial Hall, Bedford Road, Wootton.

Present. Committee Cllrs Hall, Lloyd, Wallace, Wheeler and Woolfenden. Cllr Cunningham
The Clerk (Sue Playford) and Responsible Financial Officer (Sue Bolton).

FG11/15 Apologies for absence.
Cllrs Bland, Quirk and Rowse.

FG11/16 Declarations of interest on any items on the agenda.
None.

FG11/17 Report from outside organisations.
None.

FG11/18 List of correspondence received (copies of correspondence can be requested from the clerk).

Wootton Blue Cross – request received enquiring as to whether funding may be available from the parish (in response to the Wootton newsletter article for village facilities).
Cllr Woolfenden explained that they have a large area that they wish to develop for the younger footballers to use. Cllr Cunningham suggested that they approach organisations such as WREN or The Rural Affairs Committee (who can provide larger sums of money) with their plans and then approach the parish council again for a small request.
The s106 monies will not be available until the end of 2011 and can only be donated with Bedford Borough's agreement. It was agreed that this request may be considered too specific and that not all parishioner's would benefit. Cllr Wallace made recommendation that a sum of £2000 be earmarked by the council and made available for small grant requests. Cllr Hall suggested this be raised to £3000. This was seconded by Cllr Wallace.

Action – clerk to inform Wootton Blue Cross re their application.
Action – RFO to earmark £3000 as agreed above.

United Sustainable Energy Agency – email received regarding the Government's new Green Deal proposal. Request that their articles be published in the Wootton newsletter and website.
It was agreed not to proceed further.

FG11/19 Parishioner's Open Forum.
David Goodson (Wootton New Life Methodist Church) presented his case for a donation of money and provided handouts to all present detailing their plans and suggestions. After discussion it was again felt that the s106 monies (which are not available until the end of 2011) should be spent on something that benefits the whole community, although Cllr Cunningham did state that SureStart, who use the facilities, benefit a wide range of people. It was felt that Bedford Borough would not support a specific donation such as this. Having looked at the plans, Cllr Wheeler suggested that there may be room for the parish clerk to have an office in the premises - 2-3 days a week for 4-5 hours per day. It was recommended that David prepare a package to be put to Full Council. It was agreed by all that any donation would be to a maximum of £500 (to come from the £3000 earmarked

under FG11/18) and any deal reached along with rent would have to be kept separate. It was agreed that David would provide a package to be brought to full council – at which time negotiations could proceed.

Action – David to provide package.

David Goodson then left the meeting at 8.10pm.

FG11/20 Chairman's announcements and report.

None.

FG11/21 Minutes of the meeting.

To confirm that the minutes of the Finance & General purpose committee meeting held on the 9th February 2011 were adopted by the required number of Finance & General purpose committee members at the full council meeting held on the 9th March 2011.

The minutes of the meeting held on the 9th February 2011 have been taken forward by virtue of acceptance on the 9th March 2011.

FG11/22 Matters arising from the minutes to include issues log review.

The issues log had no outstanding entries but the clerk raised the following – all mentioned in the minutes dated 9th February 2011.

- *A review of Financial Regulations should be undertaken by the new clerk. Further details needed – not on issues log.*

It was agreed this would be undertaken in the coming months in conjunction with the RFO.

Action – clerk to add to issues log and take forward.

- *Insurance is to be reviewed by the new clerk.*

A meeting has taken place between the clerk and the RFO. RFO to discuss further under any other business.

Action – clerk to add to issues log.

- *Clerk's handbook – clerk is in receipt of a draft copy provided by Cllr Lloyd. Clerk intends to review after training starts on 27th April 2011.*

Action – clerk to add to issues log.

- *Reading materials – discuss ordering of relevant books.*

It was agreed there was already a budget in place – clerk to check this budget with RFO then order as necessary.

Action – clerk to check budget with RFO and place order.

FG11/23 To discuss committee terms of reference and long term plans.

Each committee to produce a short report on what they do and their short/medium/long term plans. To assist RFO with financial planning, clerk with workloads and provide parishioners with roles and actions of the council.

Cllr Wallace explained that the standing orders state what each committee does, but not in great detail. He agreed to draft papers for each committee to complete – including costings and a 3 year plan. Cllr Lloyd felt this would help future councillors to choose which committee they wished to join. The RFO mentioned funds that have been carried forward from previous years could then be earmarked and used in conjunction with these reports. Cllr Wallace recommended it be put to full council – each committee to produce a long-term plan (timescales likely to be 9 months to complete). Cllr Lloyd seconded this and everyone was in agreement.

Action – clerk to include on next full council agenda and Cllr Wallace to draft paperwork.

FG11/24 To agree yearly budget for clerk's mobile phone – as per full council minute reference FC11/43.

Cllr Lloyd provided figures and a yearly budget of £420 excluding VAT was proposed by Cllr Wallace and seconded by Cllr Cunningham. All were in favour. Clerk to ensure that the phone is covered under the council's insurance.

Action – clerk to organise new phone and check insurance.

FG11/25 To agree final spend of £2600 for Easter play scheme – as per leisure & amenities minute reference LA11/22.

All were in agreement. RFO requested she be allowed to give these monies their own cost code within projects – this was agreed. (Clerk is still awaiting the Luton active invoice).

Action – clerk to chase invoice and update issues log.
Action – RFO to allocate own cost code.

FG11/26 Any other business.

Cllr Lloyd asked if the parish council could become a registered charity. The response was no – local government cannot do this and the council would then be unable to claim back VAT. The RFO explained that only VAT which has been spent on the running of the council can be claimed back.

The RFO had requested feedback prior to the meeting with regard to the insurance renewal and asset register. Cllr Wheeler suggested waiting until the new committees had been voted in, then request that they look at their own asset registers and make any amendments/additions.

Action – RFO to ensure new committees are requested to do the above.

Meeting closed at 8.52pm

Chairman……………………………………………………………………………..