

WOOTTON PARISH COUNCIL

Minutes of the Meeting of the **Finance & General purposes Committee** held on Wednesday 4th January 2012 at 7.30pm in the Memorial Hall, Bedford Road, Wootton.

No apologies were received from Cllr Hall and in his absence, Cllr Wheeler was appointed chair for the purpose of transacting the meeting.

Present. Cllrs Lloyd, Price, Quirk and Wheeler.
The Clerk (Sue Playford) and RFO (Sue Bolton).

FG12/01 Apologies for absence.
Cllrs Wallace and Woolfenden. No apologies were received from Cllr Prescod.

FG12/02 Declarations of interest on any items on the agenda.
None.

FG12/03 Report from outside organisations.
None.

FG12/04 List of correspondence received (copies of correspondence can be requested from the clerk).
None.

Open Forum.
None.

FG12/05 Minutes of the meeting.
Members of the F&GP committee are asked to receive and adopt the minutes of the F&GP committee meeting held on the 26th October 2011.
The minutes were signed as a true and accurate record of the meeting.

FG12/06 Matters arising from the minutes to include issues log review.
FG11/22 - Review of Financial Regulations - clerk to deal with RFO. To form part of CiLCA.
FG11/26 - Review of Insurance and Asset Register - clerk to deal with RFO. To form part of CiLCA.
FG11/22 - Clerk's handbook to be completed - clerk to deal. Diarised after CiLCA.
FG11/44 - Precept requirements. See separate agenda item.
FG11/44 - Bellway s106 money.
FG11/44 - RFO to include Bellway s106 money as anticipated project money.
FG11/45 - litter picker.
n/a - Caretaker contract.

FG12/07 Draft Precept 2012-2013
The latest figures were provided to all members ahead of the meeting and Cllr Wheeler reiterated that this meeting was the last chance for any further discussions. The formal sign-off would take place at full council on the 11th January. Cllr Quirk made mention of a directive received which informed local councils were subject to no restrictions in setting the precept for this year. Next year however, would likely be a different scenario and this should be borne in mind.

In the absence of Cllr Hall the RFO confirmed that the budget had been set, with a little contingency in housekeeping. All Capital and Project spends would likely be taken forward, with relevant funding and s106 monies, however there was no provision for future projects. Cllr Price was reluctant to increase the precept in the present climate but stated if it was, the figure must be realistic. The extra Bellway houses would provide an increase of £335, and after further discussion it was proposed by Cllr Quirk and seconded by Cllr Lloyd, and agreed by all present, to set this year's precept figure at £105,120. It was stressed once more that this meeting was the final opportunity for discussion and the full council meeting on the 11th January would be a formality for the purposes of signing off the necessary paperwork.

Cllr Price thanked everyone for their good work on the finances but wished to minute his strong opposition to the extra meetings that were held for the purpose of precept discussions. He believed that all queries should have been passed to F&GP only for resolution, not a separate working party.

Cllr Quirk confirmed that the process for Planning & Environment began in August. This was considered early enough and all committees were encouraged to do the same. Cllr Wheeler thanked the RFO for her hard work and all who helped.

Action - clerk to add confirmation of precept figure to full council agenda on 11th January.

FG12/08 To authorise the RFO to vire/transfer funds as necessary between cost centres.
In the past the RFO has had to seek authorisation for these transfers which are effectively only internal transfers, undertaken after monies have been authorised and paid. After discussion it was agreed by all present that the RFO could effect transfers as necessary.

FG12/09 To resolve that the Parish Council wishes to continue with the Co-operative Bank for its banking arrangements.
Cllr Quirk asked if there were any ongoing problems to which the RFO replied the length of time to resolve queries. However the Co-operative offered free banking. After discussion it was agreed by all present that the current arrangements continue.

Action - RFO to take forward as necessary.

Action - clerk to add confirmation to full council agenda on 11th January.

FG12/10 To resolve that under the terms of the Public Bodies (Admissions to Meetings) Act 1960 s1(2) and Local Government Act 1972 s100 any members of the public or press present please leave, in order that the following item(s) may be discussed.

FG12/11 To discuss a draft contract proposal for the caretaker.

Meeting closed at 8.10pm

Chairman.....

Date.....