

WOOTTON PARISH COUNCIL

Minutes of the Meeting of the **Finance & General purposes Committee** held on Wednesday 7th March 2012 at 7.26pm in the Memorial Hall, Bedford Road, Wootton.

Cllr Wheeler was appointed chair for the purpose of transacting the meeting, as apologies were received from Cllr Hall.

- Present.** Cllrs Lloyd, Price, Quirk and Wheeler.
The Clerk (Sue Playford) and RFO (Sue Bolton).
- FG12/12 Apologies for absence.**
Cllrs Hall, Wallace and Woolfenden.
- FG12/13 Declarations of interest on any items on the agenda.**
Cllr Wheeler declared a personal interest in agenda item FG12/20 and Cllr Lloyd declared a personal interest in agenda item FG12/22.
- FG12/14 Report from outside organisations.**
None.
- FG12/15 List of correspondence received (copies of correspondence can be requested from the clerk).**
None.
- Open Forum.**
None.
- FG12/16 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 4th January 2012.
The minutes were signed as a true and accurate record of the meeting.
- FG12/17 Matters arising from the minutes to include issues log review.**
FG11/22 - Review of Financial Regulations - clerk to deal with RFO. Redrafted - for proof reading before being submitted for ratification.

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 - Bellway s106 money. £59k can be put towards the CCTV and MUGA upgrade, £24k trigger has yet to be reached.

FG11/45 - litter picker. See separate agenda item.

n/a - Caretaker contract. Contract is with the caretaker for signature - awaiting return.
- FG12/18 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.

- FG12/19 To agree a final review of the litter picker/handy person documentation - job advertisement, contract and job description form.**
Various amendments were put forward and the clerk confirmed she would make the necessary adjustments. The advert will be displayed in the post office, shop, library, surgery, churches, noticeboards and also on the website.
The issue of Health & Safety was discussed and it was agreed that the clerk contact BBC to obtain advice and training for the successful applicant. It was thought a manual would be available for reading and signature.
After discussion it was agreed that an informal application form be prepared as part of the pack - including name and address details, along with DIY experience. Interviews are to be held in the week after Easter, and the deadline for applications was agreed as Monday 26th March. The interview panel was decided as Cllr Quirk, the clerk and a third (to be decided).

Action - clerk to contact BBC regarding Health & Safety issues, arrange for the advertisement to be placed and source a third person to form part of the interview panel.

- FG12/20 To discuss a donation request from the Bob Lunniss Trust.**
An initial discussion took place with regard to the nature of the request, and Cllr Wheeler provided a breakdown of costs involved. Cllr Quirk was concerned as to whether there was a balance between those who would benefit from a donation and other parishioners. It was agreed that the Village Hall committee be approached with a view to not charging for hall hire, as this would be a significant saving each year for the charity. As Wootton Parish Council representative for that committee, Cllr Quirk agreed to take this forward. As Cllr Wheeler had declared a personal interest in the agenda item, he was not eligible to vote, and remaining numbers were not quorate. It was agreed that this item be taken to full council on the 14th March for discussion.

Action - Cllr Quirk to take forward with the Village Hall committee. Clerk to add to full council agenda for 14th March 2012.

- FG12/21 To discuss a donation request from 2nd Wootton Brownies.**
After discussion it was resolved that a recommendation be put to full council on the 14th March that a donation of £50 be made.
- FG12/22 To discuss a donation request from 1st Wootton (61st Bedford) Scout Troop.**
As Cllr Lloyd had declared a personal interest in the agenda item, he was not eligible to vote, and remaining numbers were not quorate. It was agreed that this item be taken to full council on the 14th March for discussion.

Meeting closed at 8.27pm

Chairman.....

Date.....