

WOOTTON PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** held on Wednesday 27th June 2012 at 7.44pm in the Memorial Hall, Bedford Road, Wootton.

- FG12/32 To appoint a chairman.**
One nomination was received for Cllr Hall. It was proposed by Cllr Quirk , seconded by Cllr Price and agreed by all present that Cllr Hall be appointed chairman for the ensuing municipal year.
- FG12/33 To appoint a vice-chairman (if applicable).**
One nomination was received for Cllr Price . It was proposed by Cllr Wheeler , seconded by Cllr Wallace and agreed by all present that Cllr Price be appointed vice-chairman for the ensuing municipal year.
- Present.** Cllrs Hall, Bygraves, Doggrell, Price, Quirk, Wallace and Wheeler.
The Clerk (Sue Playford) and RFO (Sue Bolton).
- FG12/34 Apologies for absence.**
Cllrs Lloyd and Woolfenden.
- FG12/35 Declarations of interest on any items on the agenda.**
None.
- FG12/36 Report from outside organisations.**
None.
- FG12/37 List of correspondence received (copies of correspondence can be requested from the clerk).**
None.
- Open Forum - meeting to be adjourned.**
There were no members of the public present so the meeting continued without adjournment.
- FG12/38 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 9th May 2012.
The minutes were signed as a true and accurate record of the meeting.
- FG12/39 Matters arising from the minutes to include issues log review.**
FG11/26 - Review of Insurance and Asset Register - clerk to deal with RFO.
Individual committees to review relevant assets by the end of 2012. See separate agenda item.

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. Other uses are still being investigated.
- FG12/40 To review parish council registered land within the village and consider whether other parcels of land also warrant registration in the same way.**
It was previously reported that the Memorial Hall land was now registered to the parish council, and after discussion it was agreed that the clerk should take forward the registration of all other land parcels within the village, for which the council has assumed

responsibility over many years. The list was agreed as follows, but it was mentioned that in some cases, the land may already be registered. The process to be undertaken by the clerk would establish whether this was the case:

Recreation Ground

Memorial Hall Green

Green area outside the Manor Road Flats

Lorraine Road cemetery

War memorial land

Land opposite the Cock p.h.

The pond near Keeley corner

Lorraine Road green

Land in front of St Mary's Church, Church Road.

Popes Way green

- * Cllr Hall pointed out that the green in Mepham Road was not included in the above list at the time of the meeting - the clerk will include also.

Open Spaces Act 1906 ss9&10

Action - clerk to take forward as above.

FG12/41 To consider opening a business account with an online stationery supplier.

After discussion it was proposed by Cllr Price, seconded by Cllr Quirk and agreed by all present that the clerk open an account with Viking Direct.

LG(Financial Provisions) Act 1963 s5

Action - clerk to take forward as above.

FG12/42 To put in place a process to examine all committee related insurance requirements.

The clerk handed a spreadsheet and a current insurance schedule to Cllr Hall for his consideration.

LGA 1972 s111

Action - Cllr Hall to review and liaise with the clerk as above.

FG12/43 To receive all requests for a grant/donation.

An application received from the Bedfordshire Police Partnership Trust was considered. After discussion it was agreed that the parish council continue to donate only to village-based individuals or organisations. This was proposed by Cllr Wallace, seconded by Cllr Price and agreed by all present.

Action - clerk to inform as above.

FG12/44 To receive a report from the clerk regarding the ex-gratia payment agreed at an F&GP meeting on the 9th May 2012.

Sue Bolton confirmed HMRC's findings - to give a voucher, gift or money would be deemed a payment and would require personal details, and possible taxation. After discussion it was agreed to approach the intended recipient and request an invoice in respect of work carried out. This was proposed by Cllr Price, seconded by Cllr Doggrell and agreed by all present.

LGA 1972 s111

Action - Cllr Quirk to co-ordinate as above.

Meeting closed at 8.25pm

Chairman.....
Date.....