

Duffield Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee Meeting held on Tuesday 23 November 2004 at 7.15pm in the Committee Room, Hazelwood Road, Duffield

Present: Chairman: Councillor J C Rowlands

Councillors: Buckle, Fletcher, Knibbs, and B Woodings (part).

Also in attendance: Mr D R Bostock – Parish Clerk and RFO
Mrs S Bygraves – Treasurer/Assistant Clerk

Apologies for absence: Councillors Hibbert and Storer

F/32/04 Minutes

Resolved: that the Minutes of the Finance and General Purposes Committee Meeting held on 22 June 2004, be confirmed as a correct record and signed by the Chairman.

F/33/04 Matters Arising

a) Arising from minute F/30/04 b), the Clerk reported that the Borough Council had confirmed that the Duffield Public Conveniences on Chapel Street are to remain open.

F/34/04 Exclusion

As no members of the Public were present, it was agreed that there was no need for the Committee to go into exclusion.

F/35/04 Agenda

As Councillor Woodings was only going to be available for the early part of the meeting, the Chairman suggested that items 14 and 10 be taken at the start of the meeting.

Resolved: that item 14. Budgetary Control 2004/05 & Budget Requirement 2005/06 and item 10. Grant Aid, be taken out of order at the beginning of the agenda.

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F/36/04 2004/2005 Budgetary Control and the Budget Requirement for 2005/06

The Clerk detailed the current Budgetary Control and the Budget Proposals for 2005/06 as follows:

	04/05 Budget £	Exp to date £	05/06 Budget
<i>Exceptional Expenditure</i>			
Black Spot Lighting	2,500	2,105	1,000
Dog Bins	100	183	250
Seats	250	-	-
Bus Shelter	2,250	-	-
Tidy Man	5,370	3,849	6,500
Notice Board	500	-	-
Hanging Baskets	1,250	1,127	1,250
Band Concerts	200	-	-
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	12,420	7,264	9,000
<i>Normal Expenditure</i>			
Clerk's Salary	11,500	5,144	8,000
Clerk's Fixed Allowances	350	232	350
Assistant Clerk/Treasurer	4,250	2,722	4,500
Administration & Audit	2,500	565	1,500
Insurances	2,500	2,698	3,000
Fees & Donations etc	500	472	500
Section 137 Grants	1,000	1,000	1,000
Committee Room Energy	300	108	150
Chapel Energy	100	-	-
Church Clock	100	-	-
Misc Small Items (Tidy Man)	100	227	250
Expenses (Tidy Man)	-	21	100
Phone – Clerk	450	288	400
Phone – Asst Clerk	500	420	600
Chairman's Allowance	100	20	100
Parish News Letter	600	400	600
PAYE & NI	-	5,063	8,000
Clerks expenses	-	506	750
Assistant Clerk/Treasurer expenses	-	565	750
Parish Plan	-	1,975	1,000
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	24,850	22,426	31,550
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<i>Grand Total</i>	37,270	29,690	40,550
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Resolved:

a) that the Current Budgetary Control situation for 2004/05 be noted.

b) that the Committee's Proposed Budget for 2005/06 as shown above, in the sums of £9,000 Exceptional Expenditure and £31,550 Normal Expenditure be confirmed and used in the calculation of the Parish Council's Precept requirement for the 2005/06 Financial Year.

F/37/04 2005/06 Precept Requirement

The Clerk advised members of the budget requirements for the various Council Committees' for 2005/06 and that a cut of £4,950 had been made to the F&GP Committee's Exceptional Expenditure budget, under minute F/36/04 above, all as follows:

Exceptional Expenditure	Normal Expenditure	
	£	£
Footpaths Committee	-	7,000
Open Spaces Committee	15,100	9,700
Cemetery Committee	20,050	8,000
Finance & General Purposes Committee	31,550	9,000
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	66,700	33,700
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The Clerk referred to his report that had been circulated with the agenda and drew members attention to the comment therein, that it seemed likely that a £27,000 and £6,000 carry forward was likely into 2005/06 and 2006/07 respectively, if the budgets' proposed by the various Committees, were accepted in their present form.

He pointed out that in recent years the Council had worked to achieve carry forwards in any particular year, equivalent to 50% of the prevailing precept, in accordance with the Audit Commission's advice. Therefore, in the current year we should be looking to carry a sum of £32,500 into the coming year.

The Clerk therefore recommended that members agree an increase in our level of precept from the Borough Council, from the present figure of £65,000 to £70,500. This additional £5,500 would effectively restore our carry forward to the required level of £32,500 from the current year.

The above action would leave actual funds available for 2005/06 of £32,500 + £65,000 = £97,500.

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He stated therefore that the total budget requested by the Committees' was not affordable in its present sum of £105,350; he then suggested reductions to the exceptional budget requirements of all four Committees', without impacting too much on the services provided, as follows:

Footpaths Committee (£7,000 to £4,000); Open Spaces Committee (£9,700 to £6,700); Cemetery Committee (£8,000 to £6,000); together with the (£13,950 to £9,000) reduction agreed above, to the Finance & General Purposes Committee budget.

The Clerk then pointed out that the above savings would result in a total budget of £92,400. Set against the funds available of £97,500 and anticipated income in the region of £20,000, this would give an approximate carry forward of £25,000 into 2006/07. (ie. a possible shortfall of some £10,000 on the carry forward required, which if necessary would need to be addressed at next year's budget meeting, subject obviously to the income and expenditure levels actually achieved during the next twelve months).

Resolved:

- a) that the Budget request from the Footpaths Committee, be reduced from £7,000 to £4,000.
- b) that the Exceptional Expenditure Budget request from the Open Spaces Committee, be reduced from £9,700 to £6,700.
- c) that the Exceptional Expenditure Budget request from the Cemetery Committee, be reduced from £8,000 to £6,000.
- d) that the Exceptional Expenditure Budget reduction from £13,950 to £9,000 for the Finance & General Purposes Committee be confirmed.
- e) that the Parish Council be recommended to set a precept of £70,500; for the 2005/06 Financial Year.

F/38/04 Applications for Grant Aid

The Clerk reported on completed Grant Aid application forms received from the Treetops Hospice Trust, the Duffield Meadows 4 + Group, Belper & District Road Safety Committee, St. John Ambulance (Belper Division), Winged Fellowship Trust, Amber Valley Victim Support, Amber Valley Community Transport and Amber Valley Council for Voluntary Service.

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Resolved:

1) that in accordance with the Parish Council's powers under Section 137 of the Local Government Act 1992, the following grant aid be made to the organisations named:

	£
a) Treetops Hospice Trust	100.00
b) Duffield Meadows 4 + Group	500.00

c) Belper & District Road Safety Committee	20.00
d) St. John Ambulance (Belper Division)	80.00
e) Victim Support (Amber Valley Branch)	100.00
f) Amber Valley Community Transport	200.00

2) that in future, donations to Belper & District Road Safety Committee and Amber Valley Council for Voluntary Service, be treated as annual subscriptions to those organisations and not grant aid.

F/39/04 Exceptional Expenditure

Blackspot Lighting (Budget £2,500 plus a 50% grant from AVBC): the Clerk confirmed that all current schemes had now been completed. The shield had been provided for the Chestnut Close lamp, a new wall mounted lamp fitted on the Duffield Club in Chapel Street, the surplus free standing lamp from Chapel Street has been erected on Golf Lane and the two new lamps erected on The Pastures (FP 17), the programme is now up to date and the appropriate grant aid from the Borough Council will be claimed.

The Clerk further reported that outstanding schemes still required, have been reduced to the following priority list:

1. Nether Close, off Hazelwood Road (2 lamps).
2. Footpath from bottom of Chevin Road (1 lamp).
3. Footpath No. 23 off Chadfield Road (1 lamp).
4. New Zealand Lane, near junction with Wirksworth Road (1 lamp).
5. Chestnut Close to Hall Farm Road footpath (1 lamp).

Bus Shelter (Budget £2,250 plus a 50% grant from DCC): the Clerk reported that he had been in contact with Alistair Morley the Derwent Valley Rural Transport Partnership's Project Officer and he had confirmed that the Station Waiting Shelter had now been refurbished together with the seats. The Clerk confirmed that he had advised Mr Morley that the Parish Council still had funds available in the current year for improving the Station environs and infrastructure, and he had agreed to report this matter to his Committee.

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Dog Bins (Budget £100): the Clerk confirmed that this budget had been overspent by £83.00, in jointly funding larger bins on the Millennium Meadow.

Public Seats (Budget £250): the Clerk reported on a letter from Councillor Sartin, referring to the fact that Councillor Carmichael-Smith was no longer providing a memorial seat near the Church Gate on Church Drive. He therefore requested that this Committee considers providing a seat at this important location near the village War Memorial.

Tidy Man (Budget £5,370): the Clerk re-affirmed that this provision was totally committed to the employment of the part-time Tidy Man.

Notice Board (Budget £500): the Clerk confirmed that he would order the new Notice Board for Eyes Meadow as soon as the new Byelaws were adopted.

Hanging Baskets (Budget £1,250): the Clerk confirmed that Amberol, have successfully erected and maintained the Hanging Baskets in the Village again this year and that £1,127 had been spent on the provision this year.

Band Concerts (Budget £200): the Clerk questioned the need for this budget, as the Borough Council usually provide a grant, which the Parish Council transfer directly to the Community Association.

Resolved:

a) that the Clerk arranges for a new Public Seat to be provided near the Church gate on Church Drive, Duffield.

b) that a Band Concert budget is not to be sought in future.

F/40/04 Inland Revenue On-line Registration

The Treasurer advised members that end of year returns are required to be on-line in 2009, if the Parish Council instigate this new system now they will benefit from a £829.00 cash back, from Inland Revenue.

Resolved: that the Treasurer be authorised to instigate on-line registration with Inland Revenue forthwith.

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F/41/04 Annual Audit of 2003/04 Accounts

The Clerk advised members that the outcome of the above audit had been received on 20 November 2004 from the Audit Commission, and that they had found no matters giving cause for concern that relevant legislation and regulatory requirements have not been met.

He further reported that he had issued the Notices of Conclusion of Audit and Right to Inspect the Annual Return and placed them on the Council's Notice Boards and in the December Parish Council Newsletter.

Resolved: that the Clerk and the Treasurer be thanked and complimented on the successful outcome of the 2003/04 Audit of the Parish Council's Accounts.

F/42/04 Duffield Bank Nameplates and Seat

The Clerk reported that in response to a letter from Mrs P J Brunskill of Merivale, Duffield Bank, he had requested the Borough Council to provide suitable street nameplates on all the side roads off Duffield Bank. This would avoid the prevailing confusion, in locating specific properties in the area.

Mrs Brunskill also drew attention to the poor condition of a public seat opposite her property, which in the past had been a useful resting place and pleasant view point for those toiling up the hill.

Resolved: that the Clerk arranges for the Duffield Bank public seat to be repaired and the surrounding site maintained to the same standard as the other seats in the Parish.

F/43/04 Quest for Leisure

The Clerk circulated a copy of a letter and questionnaire from the Borough Council regarding their current research into refurbishing and reorganising their Leisure Centre facilities.

Resolved: that the content of the "Quest for Leisure" document be noted and that as requested the Clerk forwards a copy of the Parish Council's future meeting dates to the Borough Council.

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F/44/04 Play Provision

Arising from Parish Council minute 077/04c) of the 8 June 2004, members discussed the requirements for Play provision in the village. The Clerk reported that he had received no response from the public, arising from the play provision article he placed in the July 2004 issue of the Parish Council Newsletter.

The Assistant Clerk reported that a good response had been received from the Parish Plan Questionnaires with plenty of input regarding play provision. It is hoped that a Preliminary Draft of the Parish Plan Report will be available in December 2004.

Resolved: that the Clerk keeps Mr V L Stewart apprised of the above matters.

F/45/04 Station Buildings

The Clerk advised members that he had been approached by Mrs P Hill who was concerned about the loss of the remaining old Station Building near Duffield Station, as a scheme had been proposed to re-develop the site.

Resolved: that the Clerk raises the above concerns regarding the old Station Building with the Borough Council Planning department.

F/46/04 Complaints Procedure

The Clerk circulated a copy of the current Complaints Procedure to all members.

Resolved: that discussion on possible revision of the Council's Complaints Procedure be deferred until a response is obtained from the Derbyshire Association of Local Councils.

F/47/04 Other Business

a) Insurance Renewal - The Clerk circulated a copy of a letter he had sent recently to Councillor Sartin, in reply to his letter which had been reported to the 22 June 2004 meeting of this Committee, regarding the terms and content of the Insurance Renewal with Allianz Cornhill this year.

Resolved: that the Clerk establishes which Bus Shelters in Duffield are owned by the Borough Council and also clarifies the ownership and responsibilities associated with the three new bus shelters erected jointly by the Parish Council and the County Council.

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b) Belper Steam and Vintage Event - The Clerk reported on a letter from the Belper Steam and Vintage Event Committee, thanking the Parish Council for their past support and requesting to hold the above event again next year, on Eyes Meadow on Saturday & Sunday the 4 and 5 June 2005. They also requested that the Parish Council release this year's £500.00 Charity Deposit to the Stoma Care Fund.

Resolved: that the Clerk advises the Belper Steam & Vintage Event Committee that they can hold their Event on Eyes Meadow again on the 4 and 5 June 2005 as requested, provided they sign the appropriate agreement and pay the agreed fee, the Clerk should also arrange for the £500.00 Charity Deposit to be released to the Stoma Care Fund.

c) Amber Valley Partnership Celebration Day & AGM – the Clerk reported on an invitation to the above event, which he believed may be of interest from a funding point of view.

Resolved: that the Clerk attends the above function, if he is available.

d) Painting of Duffield Library – the County Council have accepted the Parish Council's offer to help them re-paint the Library and are prepared to erect a covered scaffold for the purpose. They wish to know when it can be done and details of our preferred colour.

Resolved: that due to the current incapacity of the Village Tidy Man and the unsuitable weather at this time of year, the Clerk advises the County Council that we will attend to the work in the Spring of 2005.

e) Duffield Cricket Club – are having difficulty obtaining a suitable refuse collection service during the Cricket Season.

Resolved: that the Clerk takes up the Refuse Collection problems in the Eyes Meadow area with the Borough Council.

f) Duffield Bowls Club – the Clerk reported to members that the Bowls Club still wished to proceed with the provision of a new Bowling Green and Pavilion at Eyes Meadow. He further confirmed that he would be submitting the necessary Outline Planning Application to the Borough Council in the near future.

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F/48/04 Date of Next Meeting

Resolved: that the next meeting of the Finance and General Purposes Committee, will take place on the 22 March 2005 at 7.15pm.

There being no further business, the Chairman declared the meeting closed at 8.55pm.

Signed ----- Date -----

