

Duffield Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee Meeting held on Tuesday 22 March 2005 at 7.15pm in the Committee Room, Hazelwood Road, Duffield

Present: Chairman: Councillor J C Rowlands

Councillors: Buckle, Hibbert, Knibbs and B Woodings

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

Apologies for absence: None.

F/01/05 Minutes

Resolved: that the Minutes of the Finance and General Purposes Committee Meeting held on 23 November 2004, be confirmed as a correct record and signed by the Chairman.

F/02/05 Matters Arising

Resolved:

a) that, arising from minute F/44/04, the Assistant Clerk advises Mr V L Stewart of the Play Provision elements of the Draft Parish Plan.

b) that arising from minute F/47/04 d), the Assistant Clerk arranges for the Village Tidyman to proceed with the external painting of Duffield Library at the earliest opportunity.

F/03/05 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/04/05 Exceptional Expenditure 2005/06

Blackspot Lighting (Budget £1,000 plus a 50% grant from AVBC): the Clerk referred members to the five outstanding Blackspot Lighting Schemes, listed in minute F/39/04 of the last minutes.

The Assistant Clerk suggested that there was also an urgent need for a lighting scheme on the footpath from Wirksworth Road to Granville Close.

Dog Bins (Budget £250): the Clerk confirmed that this budget was available in the coming year for new provision.

Tidy Man (Budget £6,500): the Clerk re-affirmed that this provision was totally committed to the employment of the part-time Tidy Man in the coming year.

Hanging Baskets (Budget £1,250): the Clerk confirmed that he would shortly be seeking quotations for the provision and maintenance of Hanging Baskets in the Village during the summer.

Public Seats, Notice Board and Bus Shelters: the Clerk confirmed that there were no budgets available for these items during the coming year.

Band Concerts: the Clerk confirmed that no budget had been allocated for Band Concerts in the coming year, however he confirmed that he had been successful in obtaining a £150.00 grant towards band provision at the Carnival, from the Borough Council.

Resolved:

a) that the Clerk requests the County Council to provide designs for Blackspot Lighting Schemes on New Zealand Lane (between Canterbury Close and Wirksworth Road) and on the footpath from Wirksworth Road to Granville Close, in the coming financial year.

b) that the Clerk seeks the usual 50% grant from the Borough Council for the above two Blackspot Lighting Schemes.

c) that the Clerk places an order for a Glasdon “Porto” Enviroplus Seat, to be erected by the entrance gate to St Alkmunds Church on Church Drive, provision which is included in the 2004/05 budget.

d) that the Clerk attempts to obtain sponsorship from Ashley Adams again this year, for the Floral Feature in front of the White Hart PH.

F/05/05

Applications for Grant Aid

The Clerk reported on five applications for Grant Aid in the coming year, all of whom, will be sent an application form.

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However, one application has been received from the Derbyshire Girls County Squash Team, who are in urgent need of new kit, including T. Shirts etc. As most of the players are based in Duffield, they wondered if the Parish Council would be prepared to sponsor some of the kit.

Resolved: that the Clerk obtains details of the costs involved in the Parish Council sponsoring the under 17's County Squash teams (ie. thirteen girls).

F/06/05 Church Drive Visibility Splay

The Clerk reported on a site meeting held between the Clerk, Assistant Clerk, Councillor Fletcher and Mr D Saunders of Derwent Close, Makeney Road, Duffield. This meeting was held as a result of a request from Mr and Mrs Saunders, that the Parish Council transfer ownership of the small piece of land, which forms the eastern visibility splay at the junction with Church Drive and Makeney Road. This land also abuts Mr Saunders own land at Derwent Close.

Mr Saunders stated that the advantages that this transfer would give would be as follows:

- a) They have easy access to the land in question, whereas anyone else must access the area via the steep embankment.
- b) Maintenance of this land (clearing rubbish etc) can be done at the same time they deal with the rest of their land.
- c) The current fencing at the base of the slope is of barbed wire and unpleasant for the livestock in their paddock. This could be removed.
- d) They would commit to maintaining the visibility from Church Drive onto Makeney Road and maintain the boundary (which is currently not in a good state of repair) on Makeney Road.

Resolved: that consideration be given to leasing the land to Mr & Mrs Saunders, following consultation with the District Valuer.

F/07/05 Cemetery Pasture

The Clerk reported that a projected under-spend on the 2004/05 Cemetery budget should be sufficient to accommodate the anticipated legal fees for the forthcoming County Court action.

Resolved: that the cost of any legal fees for the above Cemetery Pasture County Court action be financed from the Cemetery Committee's 2004/05 carry forward.

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F/08/05 2004/2005 Budgetary Control and the Approved Budget for 2005/06

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

04/05 Budget £	Exp to date £	05/06 Budget
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Exceptional Expenditure

Black Spot Lighting	2,500	1,551(net)	1,000
Dog Bins	100	183	250
Seats	250	-	-
Bus Shelter	2,250	-	-
Tidy Man	5,370	5,880	6,500
Notice Board	500	-	-
Hanging Baskets	1,250	1,127	1,250
Band Concerts	200	-	-
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	12,420	8,741	9,000

Normal Expenditure

Clerk's Salary	11,500	7,724	8,000
Clerk's Fixed Allowances	350	348	350
Assistant Clerk/Treasurer	4,250	4,146	4,500
Administration & Audit	2,500	1,373	1,500
Insurances	2,500	2,698	3,000
Fees & Donations etc	500	493	500
Section 137 Grants	1,000	1,000	1,000
Committee Room Energy	300	157	150
Church Clock	100	90	-
Misc Small Items (Tidy Man)	100	227	250
Expenses (Tidy Man)	-	21	100
Phone – Clerk	450	385	400
Phone – Asst Clerk	500	632	600
Chairman's Allowance	100	20	100
Parish News Letter	600	600	600
PAYE & NI	-	6,983	8,000
Clerks expenses	-	716	750
Assistant Clerk/Treasurer expenses	-	1,031	750
Parish Plan	-	2,158	1,000
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	24,850	30,802	31,550

<i>Grand Total</i>	37,270	39,543	40,550
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NB: the above gives a £2,273 overspend, this will be partly countered by a Parish Plan refund.

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Resolved: that the Current Budgetary Control situation for 2004/05 be noted.

F/09/05 Duffield Parish Church Clock

The Clerk confirmed that English Clockmakers had recently carried out the annual service of the Parish Church Clock. In their report they stated that at some point in the future it would be advisable to dismantle the motion-work and transmission so that they can be properly cleaned, when the clock dials are next restored.

F/10/05 Provision of Gas and Telephone Utilities

The Clerk confirmed that as agreed, the Utility Warehouse had been supplying the Council's telephonic requirements since January 2005 and will shortly become the gas supplier also.

F/11/05 2005/06 National Salary Award

The Clerk circulated a copy of the D A L C Circular No.08/2005 to all members, which detailed the 2005/06 National Salary Award for Parish Clerks, upon which he had marked the existing salary points of both the Clerk and the Assistant Clerk.

The Clerk pointed out that the additional payment that the Clerk receives for staff supervision has been incorporated into these new scales.

F/12/05 Model Contract of Employment, Job Description and Guide to Good Employment Practice in Local Councils

The Clerk circulated a copy of the D A LC Circular No. 06/2005, to all members, which detailed the implementation of the recent National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales, which had been implemented on 1 January 2005.

The Clerk also circulated his report No.1/05 regarding the above documents, detailing his and the Assistant Clerk's current level of remuneration. He further pointed out that the new salaries were no longer based on population only, but on evaluated benchmark posts.

He confirmed that an appraisal of the four new benchmark profiles available, would seem to indicate that the Parish Council would fall into the second profile.

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The main parameters of this profile being, a small to medium parish, holding 6 to 12 meetings / year, holding two devolved functions, many statutory functions, employing a small team of up to ten staff and managing a typical budget of £25,000 to £250,000 / annum. He finally made seven recommendations for the possible way forward on this matter.

Resolved:

a) that a further meeting of the Finance and General Purposes Committee be called for 7.15pm on Tuesday 29 March 2005, in order to discuss the above matters further.

b) that the Clerk obtains details of the points system being used in establishing the relevant benchmark banding, for use at the above meeting.

c) that the Clerk verifies that the date of the 1 October 2004 for having a formal Grievance and Disciplinary Procedure in place, is correct.

d) that it be recommended to the Parish Council that Staff Grievance, Disciplinary and Appeals Panels be set up, and that the members of the Finance & General Purposes Committee make up the membership of the Grievance and Disciplinary Panels, with the remaining Parish Councillors making up the membership of the Appeals Panel.

F/13/05 Date of Next Meeting

Resolved: that the next meeting of the Finance and General Purposes Committee, will take place on the 21 June 2005 at 7.15pm.

There being no further business, the Chairman declared the meeting closed at 9.15pm.

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

