

# Duffield Parish Council

## Minutes of the Meeting of the Finance and General Purpose Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 18<sup>th</sup> March 2008 at 7.00pm.

Present: Chairman: Councillor J Rice  
Councillors: Buckle, Rowlands, Short and T Woodings

Also in Attendance: Clerk: Mrs S Bygraves  
Assistant Clerk: Mrs S Smith

### Apologies for Absence

**1065** Apologies were received from Councillor England

### Declaration of Members Interests

No declarations were made.

### Minutes of the Meeting of the Finance & General Purpose Committee

**1066** Members reviewed the minutes of the meeting of the Finance and General Purpose Committee held on 27<sup>th</sup> November 2008 and noted their adoption by the Parish Council at their meeting of 8<sup>th</sup> February 2008 under the provisions for approval in minute reference 129

### Update of Action Plan

An update on the action plans for items outstanding at 19<sup>th</sup> July 2007 and 27<sup>th</sup> November 2007 was given and attached in Appendix A.

The Clerk confirmed that all items on the action plan dated 27<sup>th</sup> November 2007 were either on the agenda or completed. All items on the Action Plan dated 19<sup>th</sup> July 2007 are now completed.

**1067** **Resolved:** that the action plan dated 19<sup>th</sup> July 2007 and 27<sup>th</sup> November 2007 be confirmed as a correct record.

### Revised Terms of Reference for the Committee

The revised Terms of Reference for the Finance and General Purpose Committee were circulated prior to the meeting. The new terms incorporated the Terms of Reference from the Strategy Committee as had been previously agreed. It was:

**1069** **Resolved:** that Items 1-8 be accepted as Terms of Reference for the Finance and General Purpose Committee and that items 9 - 12 be re-written to incorporate a policy framework, and be discussed further at the next meeting.

## Applications for Grant Aid under s137

Further to local advertisements placed for application for Grant Aid under s137, only one had been received: this was from the William Gilbert School PTFA for the purchase of new computers, to a maximum of £350.

*Councillor Short declared an interest in the application at this point and left the room.*

Following discussions concerning the application it was:

- 1070 Resolved:** that the application for grant aid from the William Gilbert School PTFA for £350 be recommended for acceptance to the Parish Council.

*Councillor Short re-joined the meeting.*

## Parish Council Charges 2008/2009

In accordance with the Parish Councils Financial Regulations the Committee reviewed the Parish Councils charges.

| Activity  | Duffield Parish Council Charges 2006/07 | Duffield Parish Council Charges 2007/08 | Cost of Activity with 4.2% increase | Amber Valley Charges 2006/07 |
|---|---|---|-------------------------------------|------------------------------|
| <b>Football</b>   |   |   |                                     |                              |
| Senior with change with supervision   | 35.00                                   | 36.00                                   | 38.00                               | 34.00                        |
| Senior pitch only   | 18.50                                   | 19.00                                   | 20.00                               | 21.00                        |
| Senior pitch with self supervision  | 26.00                                   | 27.00                                   | 28.00                               | 29.00                        |
| Junior pitch with supervision   | 20.00                                   | 21.00                                   | 22.00                               | 17.00                        |
| Junior pitch only   | 9.50                                    | 10.00                                   | 10.00                               | 10.50                        |
| Junior pitch with self supervision  | 11.00                                   | 11.00                                   | 12.00                               | 14.50                        |
| Adults Changing Rooms Only  | 15.00                                   | 16.00                                   | 17.00                               | -                            |
| Junior Changing Rooms Only  | 5.00                                    | 5.00                                    | 5.00                                | -                            |
| Allestree FC (new pitch) fixed for period of loan until Feb 2009  | 25.00                                   | 25.00                                   | n/a                                 |                              |
| <b>General Open Spaces</b>  |   |   |                                     |                              |
| Duffield Cricket Club<br>This is reviewable every 5 years and was notified 6 months prior to 25/01/2006. No adjustment is due until 2011. | 230.00                                  | 230.00                                  | n/a                                 | n/a                          |
| William Gilbert School (Grays Rec)  | 450.00                                  | 470.00                                  | 490.00                              | n/a                          |
| Vintage Event (+500 deposit)  | 1050.00                                 | 1100.00                                 | n/a                                 | n/a                          |
| <b>General</b>  |   |   |                                     |                              |
| Notice Board maintenance fee  | 5.75                                    | 5.95                                    | 6.50                                | n/a                          |
| Allotment Fees  | 5.50                                    | 6.00                                    | 6.50                                |                              |

Cemetery charges have been looked at by the Cemetery Committee, and recommendations as to their increase were put to the Full Council for implementation in September of this year. New charges will be enacted in April 2008.

- 1071 Resolved:** that the following charges be adopted by the Parish Council effective from 1<sup>st</sup> April 2008

#### **Staff Reviews and Grading of Village Warden**

The Village Warden has worked for the Parish Council for a number of years and produces a high level of work. Within his level of work he has undertaken training for various aspects of inspections, and often works independently managing effectively the work given him. There is some concern that his grading is too low for the responsibilities that he takes and that a review would be appropriate.. It was:

- 1073 Resolved:** that the Clerk contact Amber Valley Borough Council to discuss responsibilities within posts and compare roles to determine if the scale level for this role is correct. It was further resolved that any uplift should be backdated to the date of this meeting.

The Clerk has attempted to access staff appraisal training but without success. Councillor Buckle stated that she had had training and would assist in this matter.

#### **Review of the Website**

The Clerk and Councillor Buckle had undertaken a review of the website and identified areas for update. There were some problems with the update software which was preventing minutes being placed on the website.

- 1074 Resolved:** that the Clerk together with Councillor Buckle approach Ben Slater to discuss the review of the website and the existing maintenance. If this is not successful, options for an alternative arrangement will be taken.

#### **Youth Development**

- 1075 Councillors Buckle and A Woodings** had attended a meeting of the **Youth Development Group** to discuss proposed developments on Eyes Meadow. The group were supportive of plans to include them within the project at Eyes Meadow. Information regarding the demolition of the shed and the meeting between Councillor A Woodings and the Clerk and Derek Stafford and Borough Councillor Stuart Bradford was passed on. It was agreed that further contact would be made when information on planning permission had been received

#### **Parish Council Insurance**

- 1076** The Clerk is still in the process of obtaining quotes for the insurance renewal which is due 1<sup>st</sup> June 2008. The present insurers have not yet advised the renewal fee for the forthcoming year. A quote has been received with a 10% saving on the existing figures.

#### **Parish Council Internal Audit**

The Parish Council were informed at the February meeting that the Internal Auditor has to adhere to guidelines from the Councillors as well as their own. Members are required to review the audit programme to define what they would wish the auditor to look at.

- 1077 Resolved:** that the Parish Council adopt the schedule of audit as proposed by DALC under the 2008 Audit regulations.

### **Parish Councils Revised Financial Standing Orders**

Councillors Hibbert and Rowlands had agreed to work with the Clerk in reviewing the Financial Standing Orders. This is almost complete. Two questions were raised with regard to petty cash held by employees of the Parish Council and the budgetary provision for expenditure by the Clerk to a limit of £500. It was:

- 1075 Resolved:** that the Cemetery Superintendents hold of petty cash currently of £70 be increased to £100. It was also:
- 1076 Resolved:** that the expenditure limit of the Clerk currently at £500 be included with the limit to be set annually at the Parish Council Annual Meeting. A clause for emergency spend with retrospective approval should also be included.

### **Budgetary Updates**

The Parish Councils' Budgetary Control for 2008/2009 together with the longer term five year budget plan was received by members, and is attached in Appendix B.

- 1077 Resolved:** that the Clerk put out to tender for the repairs to Cockpit Lane as soon as possible.

### **Financial worth of Cemetery buildings and offer for land purchase**

A valuation of property belonging to Duffield Parish Council had taken place with the Cemetery Lodge being given a value in the region of £350k and the committee meeting room in the region of £250k in their current conditions. Rental figures were also given but it was noted that work may be needed to allow commercial rental of the properties It was:

- 1078 Resolved:** that information regarding rental and sales figures be to the full council for consideration.

A letter has been received with a request to the Council to purchase land alongside the substation on Hazelwood Road, owned by the Parish Council. The members discussed the letter, and it was noted that any sale of Council land could not be sold privately and would have to be advertised publicly. It was:

- 1079 Resolved:** that the Clerk respond thanking the enquirer for their interest, but that the Council do not propose to dispose of land in this area at this time.

### **Date and time of next meeting**

**Resolved:** that the next meeting of the Finance and General Purpose Committee will take place on Tuesday 1<sup>st</sup> July 2008 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

There being no further business, the Chairman declared the meeting closed at 8.50pm.

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_