

Batheaston Parish Council

**Minutes of the General Purposes Committee Meeting held
in The Rhymes Pavilion on 28th April 2015 at 7-15 pm**

Present : Cllrs K Eardley (Vice-Chair), J Beresford-Smith, P Fear, & M Townley (Clerk)

Attending: Cllr M Tabb, Mr R Mimmack

G-558 Public Participation

None

G-559 Apologies

Advised : Cllrs S Fremantle, J Heffer, K Hawkins, V Pecchia

Not advised : Cllr L Brass

G-560 Declarations of Interest

Cllr Eardley is a Committee member for the Twinning committee.

G-561 Minutes of the Meeting held 10th March 2015

Proposed J Beresford-Smith } RESOLVED that - The Minutes be accepted as a true record.
Seconded P Fear }

G-562 Matters Arising from above Minutes

(a) Nothing raised

G-563 Accounts October/November 2014 - Unaudited

(a) Accounts cleared by the Internal Auditor – Cllr J Heffer – and all figures relate to Budget

| | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | JAN | FEB | MAR | Year End |
|-------------|-------|------|------|------|------|------|-------|-----|------|------|------|------|----------|
| Income | 15390 | 2874 | 1725 | 1063 | 556 | 596 | 16780 | 556 | 566 | 556 | 556 | 9 | (1930) |
| Expenditure | 2031 | 5191 | 1535 | 4853 | 3403 | 1955 | 5527 | 601 | 3873 | 7171 | 1549 | 9146 | 34383 |

Differences Income = Loss of £2566 as Gardening Payments were cancelled after the budget was set
Expenditure = Wages (£5000) = No Gardener; Pavement (£10,000) = Not yet incurred; Neighbourhood Plan (£15,000) = not yet incurred; Memorial Wall (£4000) = not yet incurred

(b) Special Payments

BLA Half-Year £750; Youth Club Half-Year £1750; Youth Club monthly £500; Hanging Baskets £200; Website Maintenance £30/month; Cotswold Wardens £75, Internal Audit £185; External Audit £300

(c) Audit. The Council-unaffiliated Internal Auditor has completed his review and recommends acceptance of the Accounts for 2014-15. This Meeting also agreed to accept and pass on to the External Auditor.

Proposed P Fear } RESOLVED that - The Accounts for March, the Special Payments and the
Seconded J Beresford-Smith } Internal Audit, be recommended to the full Parish Council

(d) The Clerk noted that next month's new Council might be without any authorised signatories to make payments. Barclays Bank has offered a "fast-track" process for clearing the Mandate process, but this is still a slow process because of money laundering restrictions.

G-564 Toilet Block / Car Park Update

(a) The BPC's solicitor has revised the Lease's Heads of Terms.

A copy has been passed to K McCombie (B&NES) and comments awaited.

(b) The Building Survey received, plus an Estimate for the rebuilding works.

Hard copies of this Survey passed to all Councillors.

(c) Mr K McCombie advised of this Survey but no copy passed over yet.

(d) A meeting with B&NES will be arranged when B&NES has considered the above BPC proposals. VP/PF

(e) Costs of opening up the Toilet block Disabled Unit estimated at £1600 per annum.

Local Businesses to be canvassed by the new Parish Council for sponsorship support?

(f) B&NES to be asked for authorisation to permit trading in the Car Park eg Coffee Van?

G-565 Standing Orders Review

(a) Draft issued for comments before issuing for the AGM on 12th May 2015. GPC

(b) Reconciliation with the NALC Model Standing Orders has still to be completed.

(c) Inclusion of details for pre-election procedures must be considered.

(d) This Meeting approved the revised Standing Orders as satisfying the "Governance" requirements.

G-566 Risk Assessment Policy and Assets Register

(a) The Risk Assessment Policy agreed as issued.

(b) The Assets Register was accepted as issued, and to be posted to the website. PF

G-567 Annual Village Meeting – 30th April 2015

(a) Agreed that Identity Badge on lanyards will be made available for all Councillors. PF

(b) Agreed to use the projector and screen for any presentations. PF/MT

(c) Slides of the Annual Report Accounts and Village Centre proposals will be available.

(d) A reminder of this Meeting to be sent to BREDAC, and G Bottin invited to attend for Pavement updates.
(Completed Wednesday am.)

G-568 Any Other Business

(a) There will be little time for explanations during the long AGM on 12th May.
It was therefore proposed that the NPC Meeting on 19th May be deferred and all Councillors invited to attend for familiarization/training in Committee procedures, Accounting details and any other queries.

G-569 Press Release

(a) Nothing at this time

G-570 Date of Next Meeting

Proposed for Tuesday 14th July 2015 (to be confirmed)

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