

Minutes of the meeting of the Finance and Planning Committee held on 8th September 2010 at 7:30pm in the Parish Office, Neath Hill Local Centre.

Present Cllr Markley (Chair), Cllr McMillan, Cllr Macaulay Cllr Pickhaver, Cllr Teesdale, Cllr Tripp, Cllr Wallis Observing Ray Yeates Cllr Cowell, Cllr Gillon, Cllr Munangati

1. **To receive apologies** – Cllr Foskett (holiday), Cllr Stabler (training). Cllr Fitchett resigned in August.
2. **Declaration of member's interests** – none made.
3. **Minutes of the meeting held on the 7th July 2010 and 16th August** were agreed as a true record; this was proposed by Cllr Tripp and seconded by Cllr Teesdale
4. **Public Question time** – none
5. **Matters arising from the last meeting** – none raised
6. **Communications group** – no report
7. **Members & Staffing Group**
 - a. The following documents are to be reviewed by the following Cllrs. Reports will be presented at the October F&P meeting. PM to assist in all cases
 - i. Standing orders to be reviewed by Cllr Tripp
 - ii. Financial regulations to be reviewed by Cllr Markley
 - iii. Risk Assessment to be reviewed by Cllr Teesdale
8. **Planning**
 - a. **Updates** on previous applications were provided by Cllr Stabler. The document is attached as additional information.

An application from Mercedes will be reviewed at the October agenda, representatives from the company will attend.
 - b. **Applications**
 - i. Update on Red Cross planning application was provided by Cllr Macaulay and Cllr Gillion. Notes were to be approved by Full Council.
 - ii. 10/01463/FUL 12 Coberley Close No objection
 - iii. 10/01477/FUL 63 Colesbourne Drive No Comments
 - iv. 10/01672/FUL 24-26 High Street No Comments
 - v. 10/01643/FUL 16 Brownbaker Court No Comments
9. **Financial**
 - a. **Contracts review** – it was agreed that a Landscape contract should be considered for April 1st 2011, that the Caretaker contract was to be re written and that the News and Views Contract for Design and Print should be sent out for tender. Cllr Macaulay recommended that as part of best practice all contracts

due for tender should be advertised in the local paper, this was seconded by Cllr Tripp and all agreed.

b. Office lease – Cllr Macaulay suggested that a sub-committee look into the issues relating to the current lease and develop a strategic plan for a third party to discuss with the landlord. Cllr McMillan, Ray Yeates showed an interested in this subcommittee, Cllr Stabler would also be asked to be involved.

c. The training and travel cost for all new Cllrs was proposed by Cllr Tripp and seconded by Cllr Macaulay. Cllrs Hughes, Cllr Cowell and Cllr Munangati are currently booked. It was agreed that the other Cllrs cost would also be acceptable if they were able to attend.

10. The proposal to enhance the IT and infrastructure for the office was proposed by Cllr Tripp and seconded by Cllr McMillan, the total cost was £2,280.

11. **Items for future discussions** - none raised

12. **Date of the next meeting** was agreed as 6th October 2010. Cllr Teesdale gave his apology's as he was doing a charity walk along the Grand Union Canal.

13. **Meeting closed** at 8:25pm

Chair _____ **Date** _____