

## WROCKWARDINE PARISH COUNCIL

**Minutes of the Finance & General Purposes Committee Meeting held on Thursday  
26<sup>th</sup> February 2004  
at Admaston House at 7.30 p.m.**

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**Present:**

Cllr. - K.J.S. Ballantyne – (Ex Officio – Chairman)  
Cllrs. C. Carver and E. A. Cowling.  
Mr. M. Goldstraw – Clerk

**Also in attendance:** Cllr. Ms. T. Kenny and Cllr. Powell  
Three members of the public.

Cllr. Powell made it clear to all present that he was attending in his capacity as Secretary to Admaston House Trust.

**F&GP**

**04/01 Election of Committee Chairman**

Cllr. Ballantyne took the Chair for the business of electing a Committee Chairman.

Cllr. Cowling was nominated to be Committee Chairman (by Cllr. Ballantyne). There being no other nominations Cllr. Cowling was duly elected.

Cllr. Cowling took the Chair.

**04/02 Apologies for Absence**

The Clerk stated that Cllr. Rawlings, who as Vice Chairman was (under Standing Orders of Council) also an Ex Officio Member of the Committee had informed the Clerk that he would attend but may be a little late.

The Clerk informed the meeting that Cllr. Craik, although not a Member of the Committee had forwarded his courtesy apologies.

**04/03 Minutes**

**This being the inaugural meeting of the Committee there were no previous minutes.**

**04/04 Budget Considerations**

Members were reminded that Council had delegated to the Committee the responsibility of co-operating with Members of Admaston House trust in order to recommend a solution to the control of vehicles on Admaston Green and Trust land.

The Chairman suspended Standing Orders and invited Cllr. Powell and Mr. Bingham of the Trust to outline some of the problems and put forward suggestions.

**7. 35 p.m. Cllr. Rawlings joined the meeting.**

Members discussed the issues and taking into account the information received from Members of the Trust it was **RESOLVED** to recommend to Council:

That in order to solve the problem of vehicles being driven onto Admaston Green and adjoining Trust land, Council should purchase and install (subject to satisfactory quotes including all materials and labour being obtained) thirty one rigid wooden bollards and one metal drop bollard. The budget allocation of the expenditure being as follows: 22 bollards plus one drop bollard along with associated installation costs to be funded from the village improvement heading and nine bollards along with associated installation costs to be funded from the section 137 Grants heading as a grant to Admaston House Trust (said bollards to be protecting Trust land) SUBJECT TO the understanding that, and agreement from, the Trust that they will IN ADDITION to the above, pay for no less than two drop bollards including all materials and labour.

**04/05 Review of Standing Orders**

Members were presented with a draft of the Standing Orders. It was agreed that they be taken away and studied prior to being commented upon, amended or adopted. The Clerk was thanked for preparing the draft.

**04/06 Review of Council Insurance**

Members went through the insurance headings one by one. The Clerk was asked to ascertain the level of public liability, the maximum sum for each and every claim, the cost of adding the youth shelter to the policy, the cost of adding play equipment to the policy, the cost of adding seats and playground surfaces to the policy along with the excesses to be paid at each possible claim.

During the review of the insurance, it came to the attention of committee Members that there is a problem with litter and broken glass in the vicinity of the youth shelter which is not being attended to and could therefore present a liability. The Committee wishes to draw this matter to the attention of Council.

**04/07 Risk Assessment**

The Clerk drew to the attention of the Committee the need for Council to carry out risk assessments on all areas of its activities and properties. Members discussed the nature and form of such assessments and the activities/properties that would require assessment. It was agreed that all Members of Council should be asked for their thoughts and the matter should be raised at Council.

Members asked the Clerk to ascertain the correct format for carrying out such assessments.

**04/08 Next Meeting**

Members agreed that the next meeting should be Thursday 25<sup>th</sup> March 2004 at Admaston House Community Centre at 7. 30 p.m.

There being no further business the meeting closed at 8.59 p.m.

*Signed* \_\_\_\_\_  
*Chairman*

*Date* \_\_\_\_\_