

CHANDLER'S FORD PARISH COUNCIL - POLICY AND FINANCE COMMITTEE

14 OCTOBER 2013

St Martins Church, Queens Road, Chandler's Ford

7.00 pm – 9.05 pm

PRESENT: Councillor Davidovitz (Chairman); Councillors Boyes, Broadhurst, Mrs Gault, Ms Grajewski, Hughes and Olson

APOLOGIES: Councillors Mrs Atkinson and Roberts
In attendance – Stephen Mursell, Parish Clerk

1. DECLARATIONS OF INTEREST

No members made a declaration of interest.

2. MINUTES

Members considered the minutes of the Policy and Finance Committee meeting held on 2 September 2013 for accuracy.

It was AGREED that:

1) The minutes for the Policy and Finance Committee meeting held on 2 September 2013 be signed by the Chairman as an accurate record.

3. MATTERS ARISING

Following a court case involving misappropriation of Parish Council funds the internal auditor was recommending that Parish Councils consider a range of measures that will prevent similar occurrences in other Parish Councils. The Parish Clerk will bring forward a report on these recommendations to the next meeting of this committee.

4. GRANT FUNDING APPLICATIONS

There were no grant applications to consider.

5. CHANDLER'S FORD IN BLOOM

Two local businesses, Peter Green and Ahmad Teas have expressed interest in sponsorship of the competition. The Clerk is yet to hear from the other businesses contacted.

Members felt that a wider range of businesses that might sponsor the competition would be preferable. It was suggested that more local businesses, including Waitrose, be contacted.

It was AGREED that:

- 1) The Clerk contact all businesses suggested including those already contacted regarding sponsorship
- 2) The Clerk will follow up all initial contacts with subsequent telephone calls
- 3) The Clerk together with Cllr Olson discuss potential sponsorship with Peter Green and Ahmad Teas

6. HAVE YOUR SAY

Members encouraged members to issue personal invitations for guests to attend the event by giving them out rather than posting them. Cllr Grajewski confirmed that representatives of the Rotary Club had been invited to attend the event and make a presentation to the audience on the Walk the Itchen Way event that the Parish Council has agreed to support.

The Parish Clerk asked members to advise him of any other organisations who should be provided with details of the grant funding opportunities.

It was AGREED that:

- 1) Members personally issue the invitations provided by the Parish clerk
- 2) Members advise the Parish Clerk of any further organisation to contact with details of the Have Your Say event

7. DIAMOND JUBILEE GARDENS

Cllr Hughes advised members that he had met Mr Naylor of Eastleigh Borough Council together with the Parish Clerk to discuss the re-planting of the Garden. One diamond bed needed to be completely replanted to complement the existing beds and some roses needed to be replaced. Mr Naylor had stated that he would undertake the planting for the Parish Council at the cost price of the replacement plants.

Cllr Hughes also suggested that the entrance to the Garden be opened up to accommodate a better entrance to the Garden and Recreation Ground and that two larger flowering trees be planted in the Garden, to be visible from the road. He also advised members that Direct Services vehicles currently enter the Recreation Ground alongside the Garden and he proposed that the current hedging be extended to enclose the Garden in order to prevent vehicles entering the recreation ground alongside the current footpath. This would increase the amount budgeted from £500 to £750.

Members acknowledged that the proposed improvements were needed but queried whether the improvements should be funded from the Events Account.

Cllr Hughes advised members that sponsorship of the Funtasia by local businesses was unconfirmed at this stage and suggested that the balance of funds on the Events Accounts be ear-marked to allow for the payment of main attractions if required.

Members debated a proposition to establish a fund to provide an entrance to the Garden and recreation ground and considered that if agreed it be taken into account when the assessment of the financing of the design work for the Fryern Pavilion is undertaken.

It was AGREED that:

- 1) The proposed budget of £500 be increased to £750 and a grant of £750 from the general account be approved
- 2) Cllr Hughes will secure the planting as described through Eastleigh Borough Council at cost price

8. IT STRATEGY

Members reviewed the report on the IT requirements of the Parish Council. This was now required following the decision to appoint an assistant to the Parish Clerk and recognising the increasing responsibilities of the Council with current asset acquisition. The Parish Clerk stated although the report presented recommendations to members, professional opinion should be obtained to support the recommendations.

The Clerk explained the need for the purchase of a laptop for the parish office, the purchase of a software lettings package, the provision of a fully supported e-mail service supported with increased memory capacity and a cloud based storage facility to enable files to be accessed by members remotely.

It was AGREED that:

- 1) The Clerk be authorised to purchase a laptop and lettings software package from the existing computer budget
- 2) The Clerk contact an IT professional to provide a package of recommendations that support the key requirements of the IT strategy

Members also requested that the Parish Clerk investigate a service agreement to support the IT strategy. In addition a question was raised as to whether individual registration is required by members with the Information Commissioners Office.

It was AGREED that:

- 1) The Clerk investigate the question of individual registration
- 2) The Clerk investigate the provision of an adequate service agreement to support the IT strategy

9. WAR MEMORIAL

Members considered the report on the progress of the grant application for the renovation of the war memorial. Members were anxious to receive the outcome of the grant application and engage the preferred contractor to commence works. The Clerk advised members that the Council had resolved not to fund the renovations at this stage and agreed to follow up the matters raised.

It was AGREED that:

- 1) The Clerk contact the War Memorials Trust to ascertain when the result of the grant application will be communicated to the Council
- 2) The Clerk contact the approved contractor to ascertain that the renovation work will be undertaken in time for the 2014 commemorations

10. DELEGATION SCHEME

Members considered the report of the Parish Clerk and the Delegation Scheme. Members noted the recommendations that existing committees will continue in their existing format and noted the report recommended new committees be formed to reflect the increasing responsibilities of the Parish Council. It was also noted that the Audit and Risk Management committee should be formed without delay.

Members observed that the draft Delegation Scheme reflected inconsistencies with the adopted constitution and the terms of reference of individual committees that were currently being reviewed. Members felt that the proposed Communications committee should meet quarterly.

It was AGREED that:

- 1) The committee recommends to the Parish Council that an Audit and Risk Management Committee is formed with immediate effect
- 2) The committee recommends to the Parish Council that a Communications Committee is formed with immediate effect
- 3) The committee recommends to the Parish Council that an Amenities subcommittee is formed with immediate effect reporting to the Asset Transfer Management Team

Members considered that a working party comprising of chairs of all committees should consider the committee structure together with the Constitution and terms of reference to identify any inconsistencies and then amend the draft Delegation Scheme.

It was agreed that once this working party had completed these tasks all documents could be presented to the Parish council for approval.

11. INVESTMENT INTEREST RATES

Members noted the report of the Parish Clerk highlighting rates available on deposit with alternative banks. It appeared that the most favourable rate for money on deposit with immediate access remains at Eastleigh Borough Council.

It was AGREED that:

1)The Parish Council is recommended to continue to invest any surplus funds on a loan account at Eastleigh Borough Council

12. POLICY REVIEW

Members considered the Surveillance Camera Code of Practice. The Clerk advised members that the Code was brought to this committee as the Clerk currently holds the keys to access the equipment on behalf of the Borough Council.

Members require that the Borough Council provides written confirmation for the Parish Clerk to act as an agent of the Borough Council in accessing the equipment. After the Parish Council acquires ownership of the pavilions, CCTV equipment will become the Council's responsibility.

It was AGREED that:

1)The Surveillance Camera Code of Practice is recommended to the Parish Council for adoption once confirmation is received that the Parish Council is an agent of the Borough Council in respect of the Code of Practice

Members considered the Equality and Diversity Policy.

It was AGREED that:

1) The Equality and Diversity Policy be recommended to the Parish Council for adoption

13. FINANCIAL MATTERS

The Parish Clerk presented the financial updates in the same format that had been adopted at the previous meeting. Members asked if the title "Sales" could be changed to "Income" for the purposes of the financial updates. Members did not raise any question on the financial updates.

It was AGREED that:

1)The financial updates be noted

The Clerk advised members that the Internal Audit action plan had now been completed and tabled an update document on employee salary information. The document contained provisional salary information for the new post Assistant to the Parish Clerk

and confirmed that the document would be provided to members with updated information once the appointment had been made.

14. LATE PAPER – FRYERN PAVILION

The Chairman sought approval from members for Cllr Boyes to table a paper detailing the requirements of the approved architect to instruct surveyors and other professionals to provide the technical information to enable plans and design drawings to be drafted for the improvements to the Fryern Pavilion.

Cllr Boyes advised that there appeared to be no detailed drawings of the building lodged with the Borough Council; therefore surveyors will need to be instructed to carry out these tasks. Cllr Boyes sought the committee's approval to make a recommendation to the Parish Council that the architect be given authority to engage surveyors to enable the project to proceed and be completed on time.

It was AGREED that:

1)The committee recommends that the Parish Council establishes a budget for surveyors and architect fees to enable the design work to progress. A budget for the construction costs will then be brought forward when the design work is completed.

15. DATE OF NEXT MEETING

The next meeting is scheduled for Monday 25 November 2013 at the Velmore Community Centre