

POLICY AND FINANCE COMMITTEE MEETING

27 June 2012

Chandler's Ford UR Church, Kings Road, Chandler's Ford,

7.00 pm to 8.17 pm

PRESENT: Councillor Olson (Chairman); Councillors Atkinson, Broadhurst, Hughes and Pragnell

Apologies for absence were received from Cllrs Ms Grajewski and Ms Roberts

In attendance -Stephen Mursell, Parish Clerk

1. DECLARATIONS OF INTEREST

Cllr Atkinson made a declaration of interest in respect of agenda item 11 as a Trustee of the Velmore Community Association.

2. APPOINTMENT OF CHAIRMAN

The Clerk advised members that nominations were required for the post of Chairman. Cllr Olson was nominated by Cllr Atkinson and seconded by Cllr Hughes.

It was AGREED that:

1)Cllr Olson would serve as Chairman of the Policy and Finance Committee for the year 2012/13.

3. APPOINTMENT OF VICE CHAIRMAN

The Chairman indicated to members that Cllr Grajewski was prepared to stand for the post of Vice Chairman. Cllr Grajewski was nominated by Cllr Olson and seconded by Cllr Pragnell.

It was AGREED that:

1)Cllr Grajewski would serve as Vice Chairman of the Policy and Finance Committee for the year 2012/13.

4. MINUTES

It was agreed that the minutes of the Policy and Finance Committee meeting held on 17 May 2012 be signed by the Chairman as an accurate record.

5. MATTERS ARISING

There were no matters arising from the minutes.

6. DIAMOND JUBILEE EVENTS

The Clerk advised members that the final accounts for the Diamond Jubilee Garden were attached to the meeting papers. As there was a large amount of VAT to be reclaimed in line with the recommendation of the Internal Auditor the VAT would be reclaimed at the end of the quarter.

It was AGREED that:

1)The final accounts for the Diamond Jubilee were noted by members

The Clerk advised members that the final accounts for the Fryern Funtasia were also attached and the VAT will be reclaimed at the end of the quarter.

It was AGREED that:

1)The final accounts for the Fryern Funtasia were noted by members

The Clerk advised members that the final accounts for the Beacon lighting event were also attached and advised members that the cost of the Beacon had already been met from the Parish Council account rather than the events account. VAT will also be reclaimed at the end of the quarter.

It was AGREED that:

1)The final accounts for the Beacon lighting event were noted by members

7. GRANT APPLICATIONS

Members considered the grant application for Neighbourhood Watch to which an application had also been made to the Local Area Committee. The Clerk advised members that it had been indicated that the Local Area Committee would also support a funding application made to that committee.

It was AGREED that:

1)A grant of £180 would be made available to Neighbourhood Watch

Members also considered the grant application to Victim Support. Members noted that the Income and expenditure Account indicated a large deficit of expenditure over income and sought additional information in the format of a balance sheet to indicate that the organization had sufficient reserves to meet its current trading position. Members indicated that they wished to support the organisation but required additional information before a decision could be reached.

It was AGREED that:

1)The Clerk would contact Victim Support to secure additional information in the format of a balance sheet

8. CHANDLER'S FORD IN BLOOM

The Clerk updated members with final entries for the competition. There were 11 entries for the best front garden category, 4 entries for Blooming Schools and 1 entry for the business/commercial premises category.

Judging of the competition will take place on 4 and 5 July and the services of qualified judges who will be assisted by councillors who have assisted with this initiative to date .

Members were advised that photographs of all entrants will be taken and will be updated to the website as soon as possible after judging has taken place.

9. FINANCIAL UPDATE

The Clerk referred members to the financial update and reported that all current expenditure was within budget.

It was AREED that:

- 1)The financial update was noted

10. DIAMOND JUBILEE EVENTS

Cllr Atkinson updated members on discussions with Velmore Community Centre as it was hoped to support a Christmas event at Velmore as part of the Jubilee year celebrations. It was put to members that the Parish Council might support the purchase of a Christmas tree and decorations at the Community Centre for the benefit of the Velmore community.

It was AGREED that:

- 1)The Parish Council would support the purchase of a Christmas tree and decorations by the Velmore Community Centre of up to £100

Members also discussed other Jubilee events and it was felt that a Diamond Jubilee Garden could also be considered at the Hiltingbury Recreation Ground and also on an open space at Velmore. Members felt that a sensory garden might be considered at Velmore but were supportive of creating a Diamond Jubilee Garden in that locality.

It was AGREED that:

- 1)The Parish Council would consider a project to construct a Diamond Jubilee Garden at suitable locations at the Hiltingbury Recreation Ground and at Velmore

11. VELMORE FUNDAY

The Parish Council had received a request to contribute towards the cost of hiring a climbing wall for the Velmore Funday on 28 July 2012. It was noted that the Parish Council had attended this event last year and members considered it was important to provide support to the event to assist the Community Association.

It was proposed that although the request had been made to assist with the hire of a climbing wall that the financial support should be made to the Velmore Community Centre and it was also proposed that the amount be £550. The Clerk advised members that if a grant was made it would be under Section 137 powers of the Local Government Act 1972, rather than a grant made from the Community Fund.

It was AGREED that:

1) A sum of £550 is made available to the Velmore Community Centre to support the Velmore Funday on 28 July 2012

12. INTERNAL AUDIT UPDATE

The Clerk presented the findings of the Internal Audit which was conducted in May and referred members to the appendix contained in the meeting papers. The Clerk stated that he was in agreement with all the findings and steps had already been taken to introduce the recommendations made by the Internal Auditor.

Members noted the findings of the Internal Auditor.

13. FIXED ASSET REGISTER

The Clerk referred members to the Fixed Asset Register attached as an appendix for member's information. The Asset Register will require updating with the items that constitute the meeting microphone system.

Members noted that the individual items of allotment equipment were not included on the Asset Register and it was suggested that they should be listed.

It was AGREED that:

1)The Clerk would list all the items of allotment equipment as part of the Asset Register

2)The Clerk should split the Asset Register in to office equipment, allotment equipment and any other relevant sections

14. FINANCIAL RISK MANAGEMENT

The Clerk advised members that as part of the Internal Audit process the Financial Risk Management register should be reviewed and helpful comments

were received by the auditor. As a result of such comments the revised document was included as an appendix to the meeting papers. The Clerk also advised members the register should be reviewed at the same time as any asset is considered for transfer to the ownership of the Parish Council and the document should also be reviewed as part of the budget setting process.

Members agreed to note the register.

It was AGREED that:

- 1)The Financial Risk Management Register would be reviewed at the same time as any asset transfer is discussed
- 2)The Financial Risk Management Register would be reviewed in line with the budget setting process

11.DATE AND BUSINESS OF NEXT MEETING

The next meeting is scheduled for 3 September 2012 at the Chandler's Ford Methodist Church.

Business for the next meeting:

1. Financial update
2. Chandler's Ford in Bloom
3. Parish Council Newsletter
4. Parish Council election costs
5. Office Move
6. Review of policies and procedures
7. Community Grants