

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

2 March 2015 7.00pm

MEETING ROOM Hiltingbury Pavilion, Hiltingbury Recreation Ground

COUNCILLORS PRESENT: Councillor Grajewski (Chairman), Councillors, Atkinson, Boyes, Broadhurst, Cox, Johnson, Luffman, Pragnell and Scott.

In Attendance: Duncan Murray (Parish Clerk) and Councillor Foulds.

Public Participation:

There were no members of the public present

1. APOLOGIES

Councillor Luffman had sent his apologies.

2. DECLARATIONS OF INTEREST

There were none

3. TO NOTE THE MINUTES OF THE MINUTES OF PREVIOUS MEETING HELD 16 JANUARY 2015 AND PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 26 JANUARY 2015.

Members noted the minutes.

4. MATTERS FOR RESOLUTION

a) To agree and appoint two Members from this committee to be representatives on the Asset/Play Areas working party to prioritise the spend and management of Asset funds for the 2015-2016 financial year.

Members discussed the item and agreed to amend the composition so that there was one Member each from the Policy and Finance and Planning Committees as proposed by Cllr Boyes and seconded by Cllr Pragnell. It was also agreed that the importance was in having a working group that had different play ages that were relevant in their minds and that the working group were going to make recommendations of potential equipment and ensuring that the council was spending the funds wisely. Cllr Cox volunteered for the working group and a Member for the Planning Committee would be confirmed at the Asset Management Meeting.

b) To discuss and agree the application process, closing and presentation dates for Granted To You.

It was agreed by Members, as proposed by Cllr Grajewski and seconded by Cllr Atkinson that the Guidance and application form just needed the date to be modified and that the funds, including the match-funding provided by the Parish Council would be carried forward into the 2015-2016 budget. A closing date of 1 May was agreed and that the presentations and awards evening should be held after the elections was proposed subject to venue availability.

c) To discuss and agree staffing resource analysis needs, including budget implications which and make recommendations to full Council and Asset Management.

After proposal by Cllr Grajewski and seconding by Cllr Boyes Members debated the item and AGREED that the minimum hourly rate needed to be at the Living Wage level and that the budget should be set at a minimum of £12,000. Members

discussed the Clerk potentially reducing his hours, but agreed that was not desirable at the present time with the Pavilion extension taking place, so the suggestion was dismissed. After discussion it was AGREED that additional funding for the roles of Admin Assistant and Caretaker could either be taken from the general reserves or vired from underspends in the 2014-2015 financial year. It was AGREED that the roles needed to be part time and allow for overlapping of staffing. The Clerk was asked to draw up job descriptions for the HR Committee to be able to progress with minimal delays following agreement by Full Council.

d) To agree that the current Internal Auditor be retained for the 2014-2015 accounting period.

After proposal by Cllr Grajewski and being seconded by Cllr Atkinson the Clerk reported that although it was taken as being implied by previous minutes in 2014 that 'Do The Numbers' had been retained for the imminent Internal Audit it was not a clear resolution. Thus it was on the Agenda for purposes of clarification. Members discussed issues the felt impacted on the Internal Auditor's role and it was AGREED that the Internal Auditor be reappointed, but that there should be a formal review of supplier once the Internal Audit process had been completed.

e) To agree to retain the accountants, J Humphries, from the previous year to prepare the accounts for the financial year 2014-2015.

This was proposed by Cllr Grajewski and seconded by Cllr Atkinson and all AGREED.

6. TO NOTE THE FINANCIAL REPORTS:

- i. SAGE current account reconciliations from 20 December 2014 to 19 February 2015 (most recent bank statements);**
- ii. to note that the Council is now correctly registered for VAT;**
- iii. to note that a new office desktop computer has been bought as part of the migration to 365, under Financial Regulation 4.1 with the Clerk and Chairman of the Council's joint authorisation; and**
- iv. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The SAGE bank reconciliations and payments from 19 January and 19 February 2015 (most recent bank statements) were AGREED, the computer purchase noted and financial reports signed by the Chairman. The Clerk reported that the VAT registration issues had been resolved. Cllrs Grajewski and Atkinson signed the cheques.

8. MATTERS TO BE TAKEN TO THE NEXT AGENDA OF THE COMMITTEE

The Living Wage Policy and review of Internal Audit supplier were requested to be taken forward.

9. DATE AND TIME OF THE NEXT MEETING

This was agreed as 7.00pm, 20 April 2015 at the Hiltingbury Pavilion.

That being all the business the meeting closed at 8.15pm.

Chairman.....