

POLICY AND FINANCE COMMITTEE

18 February 2013

St Martins Church, Queens Road, Chandler's Ford

7.00 pm – 8.50 pm

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

APOLOGIES; Cllr Mrs Roberts

In attendance – One member of the public and Stephen Mursell, Parish Clerk.

1. DECLARATIONS OF INTEREST

Cllr Broadhurst made a declaration of interest in respect of agenda item 13 as a member of the grants committee of Hampshire Playing Fields Association and in respect of agenda item 12 as Cllr Haulwen Broadhurst is the borough representative of the Eastleigh Borough Council Fairtrade committee.

2. MINUTES

It was agreed that the minutes for the Policy and Finance Committee meeting held on 7 January 2013 be signed by the Chairman as an accurate record.

3. MATTERS ARISING

There were no matters arising not already covered by the agenda items.

4. NEWSLETTER

The Clerk advised members that a review would be undertaken of the process leading up to the production of the newsletter. Feedback from residents was that the newsletter was well received and residents were pleased with the level of information contained in the newsletter. The newsletter had generated a number of enquiries from residents and the majority of comments were concerned with damage to grass verges and obstruction to footpaths and pavements caused by overgrowth from gardens. The Clerk confirmed that all individual cases would be referred to the relevant department for action.

Members noted that in a number of cases damage to verges was caused by contractor parking and felt that it should be a condition of planning permission being granted, that any damage to verges should be made good by the applicant. It was also felt that a sum of money should be lodged with the Borough Council to deal with any subsequent damage, which could be released following completion of the building works and any damage to verges made good. A further difficulty was noted in that the verges were owned by the County Council and maintained by Eastleigh Borough Council and

building approval usually given by the Borough Council.

Cllr Atkinson referred to a recent meeting with Sgt Welsh when the matter of verge parking was discussed and Sgt Welsh agreed to follow up on issues of such verge parking when photographic evidence is provided.

Members wished to express their thanks to Cllr Atkinson and the Clerk for their work in ensuring the newsletter was produced within the agreed timescale to a high standard.

5. GRANT FUNDING APPLICATIONS

The Clerk advised members that the application from Eastleigh Fundays Group was deferred from the last meeting pending clarification of certain matters. It was agreed that the group were not a registered charity and that there was no further financial information other than that already presented to members. The Clerk confirmed that officers of Eastleigh Borough Council were very supportive of the group's activities which were not in conflict with other activities organised by the Borough Council. Members recognised that the proposed activities would benefit the residents of Velmore, as it is recognised as an area of deprivation. The Chairman suggested that following these further investigations that a grant should be considered. It was also noted the group were looking for an amount of £600 to fund these activities in Velmore and as other bodies were being approached that an amount of £300 could be considered.

It was AGREED that:

- 1)The Parish Council would offer a grant of £300 to Eastleigh Fundays Group
- 2)The Parish Clerk would contact the group to suggest that they seek match funding from the Eastleigh Local Area Committee
- 3)The Parish Clerk would advise the group that the grant is subject to confirmation that the activity would take place in Velmore and should the activities not take place then the funding should be returned to the Parish Council

6. "HAVE YOUR SAY"

The Parish Clerk advised members that following discussion at the last meeting an application had been submitted for funding of £5,000 for the Parish Council to host a Participatory Budgeting event. Following submission of the application the Parish Council had been invited to increase the bid and following consultation with the Chairman, the Parish Clerk had increased the application to £10,000.

The Clerk and Cllr Davidovitz gave members a summary of how the event is run as it is the community who consider and vote for the groups that would be granted funding for their projects and the amount. Members were advised that a decision on the application by the Parish Council should be made after 11 March 2013 and if successful the Participatory Budgeting event would be held in June.

7. POLICIES AND PROCEDURES

The Clerk introduced his report proposing that the Parish Council introduce an E-mail policy as part of the on-going review of policies. Members commented that setting an out of office message might advertise the fact that a member's house or the Clerk's office might be unoccupied and therefore this should not be encouraged and an alternative message used.

Members were also concerned that e-mails should not give the impression that an individual member was providing an undertaking to commit the Parish Council in a financial matter.

It was AGREED that:

- 1)The e-Mail policy should be amended to reflect these comments
- 2)Subject to these amendments this committee recommend the e-mail policy to the Parish Council for adoption
- 3)The Clerk will set up an e-mail account for all members in a standardised format for the Parish Council

8. PARISH COUNCIL NOTICEBOARDS

The Parish Clerk introduced this report on the basis of feedback from residents that the Parish Council should consider the purchase of additional notice boards. Members were reminded that the Parish Council had agreed to purchase a notice board to install on an external wall at the Fryern Pavilion and that would be considered the principal notice board for the Parish Council. In addition notices are displayed on community notice boards however members were reminded that the display of such notices should not be to the detriment of community notices.

The Clerk in his report had suggested that bus stops might be considered for additional notice boards; however members felt that the majority of residents use the website to enquire about the business of the Parish Council.

It was AGREED that:

- 1)The Parish Council would not consider the purchase of additional notice boards

9. WEBSITE VISITOR TRAFFIC

The Parish Clerk updated members with the latest data of visitor traffic in January 2013. Members were advised that visitor traffic had diminished in December particularly over the Christmas period; however traffic had significantly increased during January. The overall number of visitors, pages for each visit, unique visitors and number of new visitors had all increased in January. In addition it was anticipated that following the

release of the newsletter that traffic would increase further during February.

Members requested information on the number of enquiries generated on the website and the Clerk commented on the type of enquiries currently generated.

It was AGREED that:

1)The Clerk would provide a summary of enquiries on the website on a regular basis in addition to the website traffic information

10. FAIRTRADE IN EASTLEIGH BOROUGH CAMPAIGN

The Parish Clerk advised members that requests had been received from a local church and in addition from the Eastleigh Borough Council representative to join the Fairtrade in Eastleigh Borough Campaign. The Clerk advised members that membership would cost the Parish Council £15.00 and it was required that the Parish Council should aim to use Fairtrade products at meetings wherever possible.

Cllr Atkinson stated that although she was supportive of the Eastleigh Borough Campaign there were general reservations about the benefits of Fairtrade to individual producers. Members felt that they should support other Parish Councils and the Borough Council by becoming members and therefore become a member of the Borough Council Fairtrade Campaign.

It was AGREED that:

1)The Clerk would apply to become a member of the Eastleigh Borough Council Fairtrade Campaign

11. HAMPSHIRE PLAYING FIELDS ASSOCIATION

The Parish Clerk introduced his report on the Parish Council applying to join Hampshire Playing Fields Association. The Clerk advised members that following a decision to transfer the recreation grounds to the ownership of the Parish Council that one of the benefits of joining the Association was access to advice and information from specialists in playing fields. In addition by becoming a member the Parish Council could apply to the Association for grant funding of projects. The indicative joining fee would be £60.00 for the year 2013/14.

It was AGREED that:

1) The Clerk would apply to become a member of Hampshire Playing Fields Association with effect from 1 April 2013

12. FINANCIAL UPDATE

The Clerk introduced the latest financial update and advised members that the only significant expenditure for the rest of the financial year were costs associated with the newsletter.

It was AGREED that:

- 1) To note the financial update

13. COMMUNITY SAFETY UPDATE

Members had been supplied with a copy of the agreement for the provision of Police Community Support Officers in the parish and were reminded that funding of the PCSOs had been provided for in the next year's budget. Members noted that the agreement contained mention of representation on the Co-ordination Committee and requested the Clerk enquire as to how the Parish Council will be represented.

It was AGREED that:

- 1) The Chairman would sign PCSO agreement on behalf of the Parish Council
- 2) The Clerk would secure representation for the Parish Council on the Co-ordination Committee

Cllr Atkinson updated members with progress on discussions on youth initiatives in the parish. Cllr Atkinson had been holding discussions with Youth Options who would provide the organisation, the CRB support and the training of volunteers for a proposed initiative. Cllr Atkinson requested authorisation from this committee to make available a budget of £500 from the 2013/14 budget for immediate expenditure to progress this initiative.

It was AGREED that:

- 1) A budget of £500 is made available for immediate expenditure concerning the youth initiative

